### Request for Records Disposition Authority

To: National Archives and Records Administration (NIR)
   Washington, DC 20408

1. From (Agency or establishment)
   Department of the Army

2. Major Subdivision
   Office of the Administrative Assistant to the Secretary of the Army

3. Minor Subdivision
   Records Management and Declassification Agency

4. Name of Person with whom to confer
   Brenda Fletcher

5. Telephone (include area code)
   703-428-6298

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### Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies

- [ ] is not required
- [ ] is attached
- [ ] has been requested

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**Signature of Agency Representative**

Dominic Baldini, Chief, Records Management Division

**Title**

**Date (mm/dd/yyyy)**

03/09/2009

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### Item Number

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<tr>
<th>Number</th>
<th>Description of Item and Proposed Disposition</th>
<th>9 GRS or Superseded Job Citation</th>
<th>10 Action taken (NARA Use Only)</th>
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<td>Benning Automated Training Scheduling System – BATSS AR 350-1</td>
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**Background.** BATSS performs scheduling of multiple resources for training events and is used to plan and manage requirements such as transportation and ammunition. The end-users are typically schedulers, approvers and administrators in the operations division of the US Army Infantry Center who develop and coordinate schedules, lessons, classes and assign resources. Once the training event has taken place, records are marked as “inactive” in the database. System contains records from October 2004 to present.

**RN 350-1v**

**Title** Benning Automated Training Scheduling System (BATSS) Master File Authority. TBD

**PA:** TBD

**Description** The system contains lists of resources (ranges, ammunition, rifles, buses, and transportation, classrooms and similar resources), table of classes, lessons, templates and user data such as user ID, email address and telephone number. The outputs of the BATSS system are class schedules with associated requirements. Outputs are transferred to the Maintenance Inventory Tracking System (MITS).

**Disposition** KN. Keep until no longer needed for conducting business, but not longer than 5 years, then delete.