

Request for Records Disposition Authority	
(See Instructions on reverse)	
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	5 Telephone (include area code)
Brenda Fletcher	703-428-6298

Leave Blank (NARA Use Only)	
Job Number	N1-AU-09-18
Date Received	3/12/09
<b>Notification to Agency</b> In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date	Archivist of the United States
8/20/09	Adrienne Thomas

**6 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 1 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

Signature of Agency Representative <i>Dominic G. Ballini</i>	Title Dominic Baldini, Chief, Records Management Division	Date (mm/dd/yyyy) 03/09/2009
---	--	---------------------------------

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>TRADOC Budget Guidance (TBG) AR 350-1</p> <p>Background: The TBG is used by TRADOC command to distribute funds to its major subordinate commands, schools, and activities. TBG tracks both annual funding program and allowances received from the Department of the Army and covers all aspects of the funding process. The TBG interfaces and receives information from the field through the Web-Based TRADOC Automated Schedules. The system contains records created from 2008 to the present.</p> <p>Title: TRADOC Budget Guidance Master File Authority: TBD PA: TBD</p> <p>Description: The system contains receipt and distribution of funds, transactions, release and withdrawal of funds, and similar budget reports and data.</p> <p>Disposition: K3 Keep until record is 3 years old, then delete</p> <p>Note: Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files</p>		