

**Request for Record Disposition Authority**

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

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

Job Number  
**N1-A4-09-19**

Date Received  
**4/7/09**

**Notification to Agency**  
 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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  
**6-25-09**

Archivist of the United States  
*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  
*Dominic C. Baldini*

Title  
 Dominic Baldini, Chief, Records Management Division

Date (mm/dd/yyyy)  
**04/02/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p style="text-align: center;"><b>STRAP Writing Tool</b>  <b>AR 350-1</b></p> <p><b>Background</b> The system is a web-based program that supports development of training plans (STRAP) Training plans identify and establish requirements, concepts and strategies for new, improved or displaced training systems Strategies are an initial determination of training needs Primary users are authors and training staff of TRADOC schools and centers who author training documents and plans The system contains records dating from 2006 to present Records are destroyed when a STRAP is no longer relevant, as when the training system is retired</p> <p><b>RN</b> 350-1rr  <b>Title</b> STRAP Writing Tool Master File  <b>Authority</b> TBD  <b>PA</b> TBD</p> <p><b>Description</b> The records consists of requirements and descriptions, military occupational specialties (MOSs) to be trained, and associated training products and services</p> <p><b>Disposition.</b> KEN. Event is when superseded or obsolete Keep until event occurs and then until no longer needed for conducting business, but no longer than 6 years after the vent, then delete</p> <p><b>Note</b> 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>		