

# Request for Record Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>	
1 From (Agency or establishment) <b>Department of the Army</b>	
2 Major Subdivision <b>Office of the Administrative Assistant to the Secretary of the Army</b>	
3 Minor Subdivision <b>Records Management and Declassification Agency</b>	
4 Name of Person with whom to confer <b>Brenda Fletcher</b>	5 Telephone (include area code) <b>703-428-6298</b>

Job Number <b>N1-A409-22</b>	
Date Received <b>4/7/09</b>	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>7/21/09</b>	Archivist of the United States <i>Adrienne Thomas</i>

**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 2 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. Balducci</i>	Title <b>Dominic Balducci, Chief, Records Management Division</b>	Date (mm/dd/yyyy) <b>04/02/2009</b>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p style="text-align: center;"><b>Automated Systems Approach to Training (ASAT)</b> <b>AR 350-1</b></p> <p>Background The Automated Systems Approach to Training (ASAT) supports the development and maintenance of Army training products. Training publications describe performance measures, conditions, standards and training procedures that apply to collective and individual tasks that units/individuals must perform, including individual military occupational specialty (MOS) and common tasks. Users are training developers at the Army schools and integrating centers who analyze, design and develop task-based training products such as the Soldier Training Publication (STP), Army Training and Evaluation Program (ARTEP) publication, and other training related materials used throughout the Army and by other services.</p> <p>RN 350-1cc Title Automated Systems Approach to Training (ASAT) Master File Authority TBD PA TBD</p> <p>Description. Documents in the system consist of job and task analysis and similar training products</p> <p>Disposition KEN Event is when superseded or obsolete. Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete.</p>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

Job Number

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Of 2

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<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>		