Request for Record 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 Brenda Fletcher	5 Telephone (include area code) 703-428-6298

Leave Blank (NARA Use Only)

Job Number

NI-A4-09-27

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	Archivist of the United States
7/24/09	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 ___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

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

Signature of Agency Representative Dominic A. Baldi	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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Training Support – Materiel Armywide Tracking System (TS-MATS) AR 350-1 Background The functions of T-MATS is property accountability The system tracks distribution and usage, supports issue and turn-in operations, and collects information to support inventory management TS-MATS users are Armywide installation management regional managers, material developers, life cycle managers, and program managers whose function is inventory management and accountability The users manage, monitor, and oversee distribution of training aids, devices, and simulators issued by the training support centers (TSC). Information is entered into the system by keyboard and scanning equipment The primary keys for the data are site identification, device number, and part number The data is collected from training support centers throughout the Army One record is created for each inventory transaction involving a device and part. Records are purged after 5 years Outputs consist of inventory and accountability reports used for planning and executing training and managing training assets Accountability, usage, and workload data exist in the system from 2003 to present 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.		

7 · ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	RN: 350-1dd Title: Training Support – Materiel Armywide Tracking System (TS-MATS) Master File Authority: TBD PA: TBD Description. The system contains unit identification, transaction receipts, transfer, issue, and return; accountability, usage, and workload data. Disposition. K.25. Keep until record is 3 months old, then delete		

115-205   Two copies, including original, to be submitted   **STANDARD FORM 115-A** (REV 3-91)
to the National Archives and Records Administration   Prescribed by NARA
36 CFR 1228