

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
 Lois A. Holden


5 Telephone (include area code)
 703-428-6393

Job Number
NFA4-09-34

Date Received
5/7/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

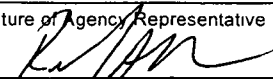
Date
19 JAN 2010

Archivist of the United States


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


Title
 Ricardo A. Romero, Chief, Records Management Division

Date (mm/dd/yyyy)
4/30/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center">Civilian Mobilization Tracking System (CIVTRACKS) AR 600-8-104</p> <p>Background Civilian Mobilization Tracking System (CIVTRACKS) provides a quick and efficient way to track movements of Army civilian employees and contractors during mobilization situations</p> <p>NOTE Use record number (RN) 25-111 for automated system administrative reports, RN 25-1kkk for source/input records, RN 25-1mmm for system documentation and specification, and RN 25-1nnn for backup files</p> <p>RN 600-8-104r Title Civilian Mobilization Tracking System (CIVTRACKS) Master File Authority TBD Description Data consists of mobilization records, one record per employee and or contractor, per movement occurrence System contains records created from 1998 to the present Primary key is the employee identifier number plus the movement dates Information includes employee identifier or SSN, and name data entered manually by the user is supplemented with selected data for the employee retrieved from the HQ ACPERS database Disposition TE20 Event is after personnel accountability and statistical trend analysis Keep until no longer needed for conducting business, then retire to AEA The AEA will delete the record 20 years after the event</p>		