

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	5 Telephone (include area code)
Lois A Holden	703-428-6393

Leave Blank (NARA Use Only)	
Job Number	NI-AU-09-36
Date Received	5/26/09
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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
9-8-2009	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 	Title Ricardo A. Romero, Chief, Records Management Division	Date (mm/dd/yyyy) 05/20/2009
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Keystone-Retention System - Client Server (KEYSTONE-RETAIN-CS) AR 601-280</p> <p>Background The Keystone-Retention System – Client Server (RETAIN) is the system of record for all Reenlistments, Extensions, Reclassifications and Reserve Component Transitions for all enlisted and officer personnel</p> <p>NOTE Use record number (RN) 25-1111 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 601-280d Title. Keystone-Retention System-Client Server (RETAIN) Master File Authority TBD PA: TBD</p> <p>Description Name, Social Security number (SSN), date of birth, home address are some examples of the information that is collected and stored in the RETAIN system The input file from the TAPDB contains approximately 350 different data elements that are uploaded into the RETAIN system The system contains records from 2001 to present The primary key for the individual is the SSN The data used to make a verifiable determination on whether an individual is qualified to remain on active duty in the US Army or eligible to transition to the Reserve Components, the individual's data must be collected and verified per guidance outlined in Army Regulation 601-280 The original data that was used in the determination must be retained to answer any future Congressional Inquiries.</p> <p>Disposition T10 Keep until no longer needed for conducting business, then retire to the AEA The AEA will delete record when the record is 10 years old</p>		