

# 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

Number

N1-AU-10-3

Date Received

10/29/09

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

11/10/09

Archivist of the United States

*[Signature]*

### 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

*[Signature: Richard A. Wojewoda]*

Title

Richard A. Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)

10/02/2009

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p>600 - Personnel-General</p> <p>Information systems created by personnel developers, military personnel offices, service centers and companies pertaining to management and execution of personnel related matters. During wartime, the systems collect, process, and manage essential military personnel information on soldiers on the battlefield, are used to determine replacement, and used for mail delivery and other vital wartime services. During peacetime these systems support the needs of commanders, soldiers, family members, and retirees. The Army's permanent personnel systems are the Total Army Personnel Database (TAPDB) and its associated systems, N1-AU-03-13, N1-AU-06-8, Official Military Personnel Folder (iPERMS), N1-330-04-1, and Electronic Military Personnel Office (eMILPO), N1-AU-07-04</p> <p>RN: 600-8-29f Title: Army Selection Board System (ASBS) Master File Authority: TBD PA A0600-8-104bAHRC</p> <p>Description: The ASBS system is used by promotion, command, school and advisory board members. Information in the system consists of eligibility rosters, documents relating to consideration and selection of enlisted personnel for promotion, reduction, removal from promotion lists, and elimination, selection lists, pre-board review, board proceedings, appointments of board members, voting results and similar or related documents. Manual inputs include letters to the review board and similar additional filings required by the board. Records of non-selects and comparison files for special selection boards are retained. Information is kept locally for 5 years, then sent to NARA for storage.</p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p><del>ASBS will replace the Enlisted Selection Board System (ESBS), scheduled under NARA authority NC1-AU-78-63.</del></p> <p>Disposition. PERMANENT. TP. Keep until no longer needed for conducting business, then retire to AEA. The AEA will transfer to the National Archives when record is 25 years old.</p> <p>RN: 600-8-29f1 Title: System Documentation Authority: TBD PA: NA</p> <p>Description. Consists of documents created to identify, interpret, use, and maintain system electronic records. Included are users guides, codebooks, and database record layouts.</p> <p>Disposition. PERMANENT. TEP. Event is when the associated master file is transferred to the AEA. Keep until event occurs and then retire to the AEA. The AEA will transfer a copy of the files to NARA when the record is 25 years old.</p>		
3	<p>RN: 600-8-29f2 Title: Outputs and Reports Authority: TBD PA: TBD</p> <p>Description. Electronic and hard copy reports, tables, charts, graphic displays, catalogs, and correspondence that pertain to enlisted selection board processing actions.</p> <p>Disposition. K6. Keep until no longer needed for conducting business, but no longer than 6 years.</p> <p><i>* See attached</i></p>	<p><i>Changed per records officer request. See email dated 12/3/09 Caf 12/3/09</i></p>	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

Job Number

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>ASBS will replace the Enlisted Selection Board System (ESBS), scheduled under NARA authority NC1-AU-78-63.</p> <p>Disposition: KE10. Keep until promotion cycle is over and when no longer needed for business, then retire to AEA. The AEA will delete the record 10 years after the event</p> <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>		