

# 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

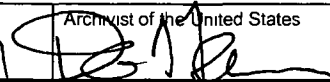
4 Name of Person with whom to confer  
Brenda Fletcher

5 Telephone (include area code)  
703-428-6298

Job Number  
N1-44-10-30

Date Received

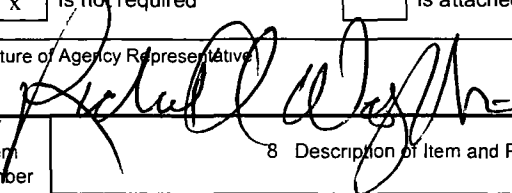
**Notification to Agency**  
In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date 17 NOV 11 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 **Richard A. Wojewoda, Chief, Records Mgmt Division** Date (mm/dd/yyyy) **03/10/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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">380 - Security</p> <p>Background The system contains list of personnel showing access authorizations to buildings and offices</p> <p>RN 380-67e Title Security Master File Authority TBD PA TBD</p> <p>Description Includes names, clearances, and dates, and similar information concerning security clearances</p> <p>Disposition K6 Keep until record is 6 years old, then delete</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>		