Request for Records Disposition Authority

(See Instructions on reverse)

To National Archives and Records Administration (NIR)
Washington, DC 20408

Job Number	*N1-AU-10-4*
Date Received	*10/7/2009*

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)
Brenda Fletcher	703-428-6298

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
17 Jan 12	

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	Title	Date (mm/dd/yyyy)
	Richard A Wojewoda, Chief, Records Mgmt Division	10/02/2009

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	600 - Personnel–General		
	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		
	These systems are the Army human resources center customer relationship, case management, and workflow management systems The records concern active and retired members of the Army, Army Reserve, and the Army National Guard Their main purpose is to track military personnel actions, manage the assignment, promotions, reductions and adjustments for enlisted soldiers and officer personnel, and to process and manage deliver of mail to soldiers They are also used to track and manage cases related to applications for correction of military records, discharges, medical records, legal issues, and tracking clemency and parole of Army inmates		
	Information from these systems is stored in the individual's permanent military record, 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 These permanent systems are updated daily with gains, losses, reassignments, name changes, status changes, and similar information		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	RN. 600s Title Personnel-General Master File Authority TBD PA A0015-34AHRC, A0600-8-104AHRC, AO600-8-104bAHRC, AO600-8-104gAHRC, A0600-8-104cNGB, A0065AHRC Description Information in these systems consists of name, grade, rank and grade, social security number, date and place of birth, mailing address, telephone number, email address, fax number, personnel assignments, officer accession records, position information, transactional data including promotion dates, eligibility codes, and promotion point work sheets, education, and school completion information, biometric records, applications for discharges, copies of medical records, service number, criminal records, and notification of case decision letters, tracking information such as customer and telephone call and case statistics data used to develop work reports Outputs include items such as orders and various queries and reports These systems also contain military postal activities such as receipt and dispatch of registered, insured, and certified mail by, accounting receipts for money orders, stamps, and metered postage Disposition T20 Keep until no longer needed for conducting business Retire to the AEA The AEA will delete record when 20 years old 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 ⚹ *See attached table for the list of actual Systems Covered under this Schedule.* 10/7/2009		