

Request for Records 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
 Shirley Kinson-Jones

5 Telephone (include area code)
 703-428-6411

Job Number
 N1-A4-10-102

Date Received
 8/9/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
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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 4 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]* Title: Richard A. Wojewoda, Chief, Records Management Division Date (mm/dd/yyyy): 07/13/2010

| Item Number | 8. Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|-------------|---|----------------------------------|---------------------------------|
| 1 | <p>The Army Corrections System AR 190-47</p> <p>RN 190-47a3 Title Confinement Population and operational - ACS Facilities and Other designated facilities Authority N1-AU-01-12 PA NA Description Documents providing statistical data on the number of prisoners confined in Army confinement facilities and data on operations of Army confinement facilities Included are basic reports, consolidated and special reports, statistical compilations or tabulations, letters forms, and similar documents Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will transfer to the National Archives when the record is 25 years old</p> | | |
| 2 | <p>RN 190-47b Title Individual Correctional Treatment Files Authority II-NNA-2141 Description Documents relating to the administration of individual military prisoners in ACS facilities. Included are court-martial orders, release orders, confinement orders, pre-trial agreement, fingerprint card, crime record check, medical examiner reports, In and out processing list, record of DNA/SOR identification and processing, classification reports, restored to duty findings, prisoner appointment passes, reports and recommendations relative to disciplinary actions, observation reports and domicile entries, clothing and equipment issue records (unit copy), forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, request for interview, and a copy of prisoner's enlisted record brief</p> <p>Please See Attachment</p> | | |

Disposition PERMANENT TEP Event is the release of the prisoner Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Item 3

RN 190-47d

Title Confinement Facility Blotter

Authority N1-AU-04-3

Description Documents used by confinement officers to provide a log of significant events or actions, such as headcounts, bed checks, roll calls, staff visits and inspections, fires, escapes, riots, disorders, suicides, and similar incidents Included are blotters, log-books, and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Item 4

RN 190-47e

Title Prisoner visitor register

Authority NN-166-204

Description Documents reflecting all prisoner visitors Included are registers and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Item 5

RN 190-47f

Title Prisoner employment files

Authority N1-AU-01-12

Description Documents used by confinement officers to record work or nonwork assignments of prisoners Included are registers, cards, and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

Item 6

RN 190-47g1

Authority Title Prisoner status reports and rosters – Prisoner daily strength reports and other files

Description Reports of the status of military prisoners in confinement facilities, submitted to or by organization or post commanders or their appropriate staff offices for expediting military justice, justifying confinement, administrative reasons, or statistical purposes These files include daily strength reports, reports of escaped prisoners, reports of prisoners returned from escape,

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and roster of prisoners

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Item 7

RN 190-47h1

Title Prisoner personal property and personal deposit fund – Prisoner cash account record and personal property list

Authority N1-AU-04-3

Description Documents pertaining to the custodianship of personal funds and property of military prisoners confined to Army confinement facilities and reflecting accountability for the receipt, disbursement, or other Disposition of such funds and property They include individual and summary receipt vouchers, statement of prisoners accounts, petty cash vouchers, summary disbursement vouchers, record of prisoners personal deposit funds, request for withdrawal and notification of expenditure of prisoners personal funds, prisoners cash account records and personal property list, personal property transmittal slip, request slip for withdrawal of personal property, personal property permit, request and receipt for health and comfort supplies, activity reports, custodian certificates, checkbooks, including canceled checks and check stubs, bank statements, and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

Item 8

RN 190-47j

Title Prisoner admissions

Authority NC-AU-75-34

Description Documents reflecting the admission of prisoners Included are registry books and letters acknowledging receipt of prisoners and records and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Item 9

RN 190-47k

Title Reference cards

Authority MN-166-204

Description Documents reflecting data on each prisoner confined Included are cards and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

Item 10

RN 190-47s1

Title Prisoner mail files – Prisoner mail records

Authority NN-166-204

Description Documents accumulated by postal sections Included are prisoners mail record, prisoner receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

Item 11

RN 190-47s2

Title Prisoner mail files – checklist for rejected letters and publication record and other files

Authority NN-166-204

Description Documents accumulated by postal sections Included are prisoners mail record, prisoner receipt voucher, summary receipt, incoming package record, individual stamp account, individual stamp expenditure, checklist for rejected letters, publication record, cumulative individual postage stamp record, and related or similar documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

Item 12

RN 190-47t

Title Prisoner appointment passes

Authority N1-AU-01-12

Description Documents used to authorize and control movement of individual prisoners to locations for interviews, visits, examinations, and other authorized movements without a guard escort Included are passes and similar or related documents

Disposition PERMANENT TP Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old

Request approval of the following two new record numbers:

Item 13

RN 190-47z

Title Victim/Witness, election to be notified, and change in status notifications

Authority TBD

Description Document required reporting relating to Victim/Witness Certification and Election

Concerning Prisoner Status, notifications, and impact statements, approval for written correspondence, no contact orders, any other documents specifically relating to the identity of the victims and witnesses

Disposition PERMANENT TEP Event is when the prisoner is released Keep in CFA until event occurs and then until no longer needed for conducting business, then transfer to the US Army Victim and Witness Central Repository when the CTF is transferred to the RHA/AEA

NOTE Records will be maintained permanently at the Army Corrections Command in the US Army Victim and Witness Central Repository

Item 14

RN 190-47aa

Title Licenses and Certificates

Authority TBD

Description National or State recognized training documents

Disposition PERMANENT TEP Event is the discontinuance per National or State guidance Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to the RHA/AEA The RHA/AEA will transfer to the National Archives when the record is 25 years old NOTE Archive record with CTF (190-47b)

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