

Request for Records Disposition Authority

(See Instru on reverse)

Leave Blank (NARA Use Only)

Number

NI-AU-10-21

Date Received

3/01/2010

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

10 JAN 10

Archivist of the United States

[Signature]

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

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

[Signature]

Title

Richard A. Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)

03/01/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p style="text-align: center;">600 - Personnel-General</p> <p>Background The system concerns delivery and processing of personal mail by unit postal mailrooms</p> <p>RN 600-8-3ee Title Automated Military Postal System (AMPS) Master File Authority TBD PA TBD</p> <p>Description Information in the system consists of documents on mail processing, directory and redirect service and postal finance operations The system monitors weights, timeliness, and costs involved in handling military mail Information is received into the system through barcode scanning of postal parcels</p> <p>Disposition K6 Destroy when 6 years old</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>		