

# Request for Records Disposition Authority

(See Instru on reverse)

## Leave Blank (NARA Use Only)

Number

NI-AU-10-24

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

130410

Archivist of the United States



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)

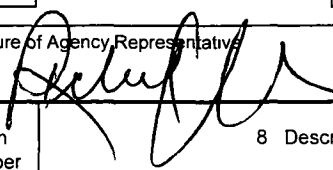
703-428-6298

### 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



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9 GRS or Superseded Job Citation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)

#### 15 - Boards, Commission, and Committees

These records concern the review and adjudication of applications and cases submitted by various parties for the correction of military records for active and retired members of the US Army, Army Reserve (USAR), and the Army National Guard (ARNG)

Information from the system is stored in the individual's permanent military record. The system contains records dating from 1974 to present. The primary key is a system-generated unique identifier

RN 15-185b  
Title: ARBA Case Tracking System (ACTS) Master File  
Authority TBD  
PA. N/A

Description The Army Review Board Agency case tracking system (ACTS) is used to track and manage cases related to correction of military records, including discharges, medical records, legal issues, and tracking clemency and parole of Army inmates. Information in the system consists of name, grade, rank at discharge, social security number, mailing address, telephone number, email address, fax number, date of discharge, discharge characterization, unit and location of discharge, present and last pay grade, service number, criminal records and medical conditions, and decisional documents, and notification of case decision letters

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