Request for Records Disposition Authority

(See Instruction on Reverse)  

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  

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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 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  

Richard A Wojewoda, Chief, Records Mgmt Division  

Date (mm/dd/yyyy) 03/15/2010  

7 Item Number  

8 Description of Item and Proposed Disposition  

9 GRS or Superseded Job Citation  

10 Action taken (NARA Use Only)  

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415 – Construction  

Background The system is used by the Corps of Engineers construction field offices who are involved with military construction projects.  

RN 415-32a  

Title Resident Management System (RMS) Master File  
Authority TBD  
PA TBD  

Description Information in the system consists of pre-award construction planning, including workload forecasting, contract administration, including modifications orders, quality assurance reports, schedules, and closeout data.  

Information in the system exists from 1999.  

Disposition TE10 Event is upon completion of construction project Keep until event occurs and then until no longer needed for conducting business Transfer to the AEA The AEA will delete record 10 years after the event.  

Note Use record number (RN) 25-1kkk for source input records, RN 25-1III for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files.