

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

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

Number  
**NI-AU-10-44**

1 From (Agency or establishment)  
**Department of the Army**

Date Received

2 Major Subdivision  
**Office of the Administrative Assistant to the Secretary of the Army**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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**

Date  
**6 July 2010**

Archivist of the United States

**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): **03/15/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>350 - Training</b></p> <p>Background The Resident Individual Training Management System automates administration of Army training. The types of training include unit training, training at institutional schools, and individual self development. Soldier training takes the form of required unit training as well as individual self development. Records are used to track student training during his Army career.</p> <p>RN 350-1uu                      Title Resident Individual Training Management System (RITMS) Master File                      Authority TBD                      PA: TBD</p> <p>Description Records in the system consists of catalog items of available products containing individual tasks, number, title, date, proponent, student data including name, rank, military occupational specialty (MOS) codes, and social security number, driver license, citizenship, gender, race, date and place of birth, telephone numbers, email address, home address, security clearance, and similar identification information, student training records consisting of academic scores, training status history, physical fitness test score results, weapons qualifications, weight control; information on student attendance including absence, sick-call injury history and other leave records, duty status history; academic evaluation reports, student training progress reports, unit training reports, and similar information.</p> <p>Disposition TE10 Event is when the individual is separated from the Army. Keep until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will delete the record 10 years after the event.</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>		