

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

01-AU-10-57

1 From (Agency or establishment)

Department of the Army

Date Received

4/20/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

14 Dec 11

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 2 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)

29 MAR 2010

| 7 Item Number | 8 Description of Item and Proposed Disposition | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|------------------|--|-------------------------------------|------------------------------------|
| 70 | <p style="text-align: center; font-weight: bold;">350 - Training</p> <p>Background The Army logistics system supports the movement and sustainment of the force through the following functional elements of logistics supply, maintenance, transportation, services, and facilities The Army Logistics Management College (ALMC) system automates those processes associated with scheduling, managing, testing, and tracking student training in the logistics functional areas</p> <p>This system is composed of several subsystems which perform functions for personnel, student load management, academic records management, test creation, scoring and grading, resource scheduling, utilization, and query A user is an education technician in the Office of the Registrar</p> <p>An individual academic record is created for each participant attending Army schools</p> <p>Individual schools and correspondence courses keep student record of training until the end of the course</p> <p>The student data is keyed against a permanent ID associated with the social security number</p> <p>These records were previously scheduled under RN 351a Individual academic records Record series 351 was discontinued and replaced by 350-Training</p> <p>The Army Training Requirements and Resources System (ATRRS) is the official, long-term, student training record Student record information from ALMC is transferred to ATRRS</p> <p>Records for correspondence courses exist in the system from prior to 1994</p> | | " |

| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|-----------------|---|--|---------------------------------------|
| | <p>RN 350-1ww Title Army Logistics Management College (ALMC) Computer Information System Master File Authority TBD PA: TBD</p> <p>Description: Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes, and grade and rating attained</p> <p>Course data consisting of course name, description, course number, course acronyms, and class dates</p> <p>Employee data consisting of information on instructors and course directors, school, department, office room number, office telephone number, employee number, and rank/grade</p> <p>Information downloaded from the Army Training Requirements and Resources System (ATRRS) includes course quotas, class reservations, student data, and course requirements</p> <p>Student data consisting of names, social security number, civilian grade/military rank, job series, military occupational specialty (MOS), student course letter grades, and gender</p> <p>Disposition. TE2 Event is after the school year Keep until event occurs. Delete when 2 years old, 2 years after completion of a specific training program, or upon separation or transfer of trainee</p> | | |