

# Request for Records Disposition Authority

(See Instru on reverse)

## Leave Blank (NARA Use Only)

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**

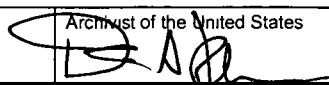
4 Name of Person with whom to confer  
**Brenda Fletcher**

5 Telephone (include area code)  
**703-428-6298**

Number  
**U1-AM-10-59**

Date Received  
**4/20/10**

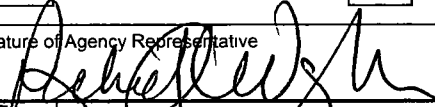
**Notification to Agency**  
 In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **17 NOV 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p style="text-align: center;">350 - Training</p> <p>Background The Army Management Staff College (AMSC) encompasses the Army institutional training and education systems Institutional training supports soldiers, leaders, and the Army civilian corps</p> <p>An individual academic record is created for each participant attending Army schools Individual schools and correspondence courses retain the student record until the end of the course</p> <p>The Army Training Requirements and Resources System (ATRRS) maintains the official long-term, student training record Student records and grading information from AMSC is transferred to ATRRS</p> <p>These records were previously covered under RN 351a, Individual academic records Record series 351 was discontinued and replaced by 350-Training</p> <p>RN 350-1vv                      Title Army Management Staff College Computer Information System Master File                      Authority TBD                      PA TBD</p> <p>Description Records in the system concern initial military and pre-commission training, professional military education, civilian education, leader development, and distance learning</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>		

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

Job Number

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<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>		