Request for Records Disposition Authority

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 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

X is not required

☐ is attached

☐ has been requested

Signature of Agency Representative
Richard A. Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)
29 Mar 2010

8 Description of Item and Proposed Disposition

350-Training

Background The system is used by the US Army Training and Doctrine Command (TRADOC) proponents, centers and schools to identify training requirements. Information in the system feeds the Program Budget Review process

RN 350
Title Capabilities Needs Analysis Master File
Authority TBD
PA TBD

Description Records are capability needs statements, requirements, and assessments

Disposition K3 Keep until record is 3 years old, then delete

Note Use record number (RN) 25-1kkk for source input records, RN 25-1111 for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files