

# 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  
**91-AR-10-98**

1 From (Agency or establishment)

Department of the Army

Date Received

**5/5/10**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Date

Archivist of the United States

4 Name of Person with whom to confer

Sheila M. Brown/Shirley Kinson-Jones

5 Telephone (include area code)

703-428-6412

**5 Oct 2010**

### 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

is not required       is attached       has been requested

Signature of Agency Representative

Title

Date (mm/dd/yyyy)

Richard A. Wojewoda, Chief, Records Management Division

**02/16/2010**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p style="text-align: center;">AR 600-8-7, Retirement Services Program</p> <p>RN 600-8-7g Title Certified Pay (CEP) System Master File Authority TBD PA TBD</p> <p>Descriptions Certified Pay (CEP) contains data necessary to certify retired pay for a Reserve Solder (discharged, standby active, standby inactive, Individual Ready Reserve, Individual Mobilization Agumentee, Active Guard Reserve, Troop Program Unit, and National Guard) created from 1995 to present There are six tables which contain soldier data and six tables that contain process data The primary key for the soldier data tables are social security numbers</p> <p>Disposition KEN Event is after the claim occurs Keep in AEA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete</p> <p>NOTE Use record number (RN) 25-1111 for automated system administrative reports, RN 25-1kkk for source/input records and RN 25-1nnn for backup files, 25-1mmm for automated system documentation and specification files</p>		