

**Request for Record Disposition Authority**  
 (See instructions on reverse)

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  
**Shirley Kinson-Jones**

5 Telephone (include area code)  
**703-428-6411**

**Leave Blank (NARA Use Only)**

Number  
**01-AU-10-80**

Date Received  
**5/5/10**

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **13 Sept 10** Archivist of the United States *[Signature]*

**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 *[Signature]* Title **Richard A. Wojewoda, Chief, Records Management Division** Date (mm/dd/yyyy) **26 APR 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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>OVERSEAS DEPLOYMENT TRAINING</b> AR 350-9</p> <p>RN 350-9a            Title Training Evaluation and Scheduling System (TESS) Master File            Authority TBD            PA TBD            Description TESS is a unit-based web application that stores unit data, Commander's Training Assessments (CTAs), Annual Training and Inactive Duty Training data, External Evaluations (EXEVAL's), Training Requirements data, Evaluator data, and Unit Readiness Validations The TESS database contains records dating as far back as 2002.            Disposition KE6 Event is the submission of a summary AAR of the previous fiscal year Keep until event occurs and then delete 6 years after the event</p> <p>RN 350-9b            Title Army Training Information Management System (ARTIMS) Master File            Authority TBD            PA TBD            Description Training opportunities for RC units &amp; personnel around the world, from 2005 to present One database record for each training opportunity            Disposition KE5 Event is after revision or discontinuance of course Keep until event occurs, then delete 5 years after event</p> <p>Note Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation, and RN 25-1nnn for backup files</p>		