

Request for Record Disposition Authority

(See Instructions 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
Erica Elaine Wilson

5 Telephone (include area code)
703-428-6393

Case Number
NI-AU-10-84

Date Received
7/1/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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
11/22/10

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 1 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): 04/23/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Policies and Procedures for Property Accountability - AR 735-5</p> <p>Note 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 specification, and RN 25-1nnn for backup files See attachment</p> <p>RN 735-5u Title Innovator System Master File Authority TBD Description System contains manufacturing data, inventory actions, and tool/gage data</p> <p>Disposition KEN Event is 5 years after cutoff of property accounting records, and inventory actions when no longer needed for current operations Keep in Army Electronic Archive (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>		