Request for Records 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	5 Telephone (include area code)
Carol Wiggins	703-428-6441

Leave Blank (NARA Use Only)

Job Number

NI-A4-11-8

Date Received

10/22/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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	Archivist of the United States
	WITHDRAWN

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

[X] is not required   [ ] is attached   [ ] has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Richard A Wojewoda, Chief, Records Management Division	10/12/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	Military Personnel Information Management/Records AR 600-8-104 ~~Background. The Soldier Query (SOQ) system client-server application enables users to~~ create and generate ad-hoc reports against multiple Oracle and Informix databases based on user-generated queries The electronic files generated are used for tracking and managing soldier information The SOQ uses a point and click Windows interface that generates Structured Query Language requests to a database It provides label and electronic forms generation, and includes a grid map portion that enables users to locate soldiers by geographic area within the continental United States (CONUS) The application is a center wide tool that enables authorized users to generate ad-hoc, user defined reports, against a Soldier's data that resides in databases such as total Army personnel databse- reserve (TAPDB-R), Shared, Active Guard Reserve Management Information System by running custom reports		1/31/2013 Schedule Withdrawn for Ro's request. See email dated 1/23/13.
1	RN 600-8-104x Title Soldier Query (SOQ) System Master File Authority TBD PA TBD Description The TAPDB-R includes human resource management data on Army Reserve (individual ready reserve, individual mobilization augmentee, active guard reserve, troop program unit) soldiers, veterans and retirees The master file database contains records created at point of accession or initial entry into military service The primary key is social security number Soldier data is collected by geographic location within CONUS The system contains one record for each Army reserve soldier, veteran and retiree Disposition PERMANENT TP Keep until no longer needed for conducting business, then retire to AEA The AEA will transfer to the National Archives when the record is ~~25 years old~~		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	~~Note Use record number (RN) 25-1kkk for source/input records, RN 25-111 for~~ automated system administrative reports, and RN 25-1nnn for backup files		
2	RN 600-8-104y Title Soldier Query (SOQ) System Specification and Documentation Authority TBD PA TBD Description The system architecture includes indexing criteria (for retrieval), field definitions, record layouts and data element definitions The code book identifies and interprets all codes used to record data and the records management portion of the Integrated Logistics Support Plan (ILSP) Disposition PERMANENT TP Keep until no longer needed for conducting business, then retire to AEA The AEA will transfer to the National Archives when the record is 25 years old Proponent is G-1 Justification The Soldier Query data must be retained indefinitely to track and manage the Army Soldiers histories The baseline data are maintained in order to identify, document, audit and control the training, assignments and campaign histories The baseline data are used to determine benefits, entitlements and to manage the careers of Army Soldiers far beyond the regulatory six year timeframe (For example, an Army Soldier may need verification of a campaign assignment to ~~Vietnam to qualify for medical benefits related to Agent orange~~		

STANDARD FORM 115-A (REV 3-91)
Prescribed by NARA
36 CFR 1228