

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 Brenda Fletcher	5 Telephone (include area code) 703-428-6298

Leave Blank (NARA Use Only)	
JCS Number <i>N1-AU-11-17</i>	
Date Received <i>10/25/10</i>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <i>30 June 11</i>	Archivist of the United States <i>[Signature]</i>

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

is not required is attached has been requested

Signature of Agency Representative <i>[Signature]</i>	Title Richard A. Wojewoda, Chief, Records Mgmt Division	Date (mm/dd/yyyy) <i>10/12/10</i>
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Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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;">600 - 100 - Personnel—General</p> <p>Background The Office of the Deputy Chief of Staff (DCS), G-1 (formerly DCSPER) exercises general staff supervision and responsibility for developing and promoting Army leadership policies The DCS, G-1 is the policy proponent for both military and civilian leadership Human resource management and executive services are within the DCS, G-1 mission</p> <p>The Senior Leader Development Management System (SLDMS) provides Army leadership with recommendations for future assignment of senior officers Senior leaders are lieutenant colonels to general officers and their civilian equivalent</p> <p>The system receives its basic individual record from the Total Officer Personnel Management Information System (TOPMIS) The TOPMIS system is used by career and personnel managers and supports officer personnel management and officer requisition activities worldwide TOPMIS is prescheduled under N1-AU-06-8 and RN 600-8-104n as a permanent military personnel system The official civilian personnel system is prescheduled under RN 690-200a and GRS 1</p> <p>Information exists in SLDMS dating from 2006</p> <p>RN 600-100a Title Senior Leader Development Management System (SLDMS) Master File Authority TBD PA TBD</p> <p>Description Information in the system concerns senior officer personnel and position assignments, including civilian executives Assignment information collected from TOPMIS consists of name, social security number, date of commission, gender, race, date of birth, personal and business email addresses, personal and duty physical addresses, security clearance level and status, marital status, spouse name, dependant</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

Job Number

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>name, exceptional family member enrollment, assignment history, talents, skills, experiences, education, training, peer evaluation, adverse information relating to conduct, awards, decorations, source of commission, year group, date of rank, languages, and military career field Position assignment include location, duration, and related information</p> <p>Disposition K6 Keep until no longer needed for conducting business but not longer than 6 years, then delete.</p> <p>Note Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files, and RN-1nnn for backup files</p>		