

# Request for Records Disposition Authority

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

<b>To National Archives and Records Administration (NIR)</b> 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 Sheila M Brown	5 Telephone (include area code) 703-428-6412

Job Number <i>N1-A4-11-1</i>	
Date Received <i>10/13/10</i>	
<b>Notification to Agency</b>	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>10/13/10</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 \_\_\_\_\_ 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 Management Division	Date (mm/dd/yyyy) <i>09/09/2010</i>
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
AR 600-8-104	<p><b>AR 600-8-104, Military Personnel Information Management/Records</b></p> <p>Background The Soldiers Management System-Korea (SMS-K) is a consolidation of enlisted soldiers and officers individual assignment records that provides a unit's strength report SMS is the primary strength management tool to maintain theater personnel readiness in the forward-deployed Korean Theater of Operations SMS gives local commanders, unit G1s/S1s, and theater strength managers a clear accurate view of current and project officer and enlisted strength by Military Occupational Specialty (MOS)/Army Occupational Code (AOC) and skill level by major subordinate command</p> <p>The electronic inputs consist of enlisted soldiers/officers assignment and unit strength reports including soldiers' MOS, date of estimated return from overseas (DEROS), permanent change of station (PCS) dates, and unit strength assignment The input source is no longer needed after input and may be destroyed after verification of data into the master file or when no longer needed to support the reconstruction of the master file The electronic outputs consists of the structured query language (SQL) data base or the excel spreadsheet</p> <p>The proponent of this regulation is the Deputy Chief of Staff (G1)</p> <p>RN 600-8-104v Title Soldiers Management System-Korea (SMS-K) Master File Authority TDB PA TBD</p> <p>Description System contains one database record that is created per weekly cycle The primary key is the soldier's social security number, populated unit strength report, and soldier's extension tour status</p> <p>Disposition KE5 Event is after cycle has processed Keep until event occurs and then until no longer needed for conducting business, but no longer than 5 years after the event, then delete</p>		

AR 600-8-104, Military Personnel Information Management/Records

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.