

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Number

11- A4-11-14

1 From (Agency or establishment)

Department of the Army

Date Received

10/25/10

2 Major Subdivision

Office of the Administrative Assistant to the Secretary of the Army

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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

Date

Archivist of the United States

*[Handwritten 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

*[Handwritten Signature]*

Title

Richard A. Wojewoda, Chief, Records Mgmt Division

Date (mm/dd/yyyy)

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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center">1 - Administration</p> <p>The Office of the Assistant Secretary of the Army, Financial Management and Comptroller (FM&amp;C) directs and manages the Department of the Army's financial management activities, is responsible for budget formulation, presentation of the budget through the congressional appropriation process, budget execution and analysis, appropriation funds control, disbursement, and reprogramming actions</p> <p>Background The Integrated Resource Management Information System (IRMIS) supports the Army's financial program and budget development process. The system is used to submit the Army's budget to the Office of the Secretary of Defense (OSD) for review, approval and submission to Congress</p> <p>The headquarters financial community uses the system to prepare resource requirements and distribute appropriations to Army commands. Budget analysts use the system to prepare budget estimates, perform analysis, and produce justification books</p> <p>RN 1-1t Title Integrated Resource Management Information System (IRMIS) Master File Authority TBD PA TBD</p> <p>Description The system master file contains table of allowances, management decision documents, command codes, and similar resource management information. Outputs are reports and exhibits required for the budget justification books submitted to OSD</p> <p>Disposition TE 20 Event is after close of the fiscal year. Keep until event occurs and then until no longer need for conducting business, then retire to the AEA. The AEA will delete the record 20 years after the event</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>		