

Request for Records 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
Shirley Kinson-Jones

5 Telephone (include area code)
703-428-6411

Job Number
71-44-11-21

Date Received
10/26/10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **10/12/10** 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 _____ 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) **10/15/2010**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center">ORGANIZATION AND FUNCTIONS OF NATIONAL GUARD BUREAU AR 130-5</p> <p>Background This regulation prescribes the major functions and organization of the National Guard Bureau (NGB) as a Joint Bureau of the Department of the Army and the Department of the Air Force. The ARMMIS online system provides the National Guard Aviation facilities and Aviation Classification and Repair Depot (AVCRAD) with an automated solution that handles Supply, Finance, Maintenance, Man Hour Accountability and Reports on the Maintenance and Repair of Aircraft. The system is available and used only within NGB. The electronic record archives are stored and managed at Letterkinney Army Depot, Chamsburg, PA.</p> <p>Inputs for the system consist of budget data, aircraft maintenance data, supply data and time and attendance data. Budget data is electronically archived for three fiscal years then destroyed. Physical outputs include Supply, Maintenance, budget and Man Hour Reports daily.</p> <p>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 RN 25-1nnn for backup files.</p> <p>RN 130-5b Title Aviation Roundout Maintenance Management System (ARMMIS) Master File Authority TBD PA TBD Description This system contains National Guard Bureau - Aviation Safety (NGB-AVS) Budget, Supply, Maintenance and Time and Attendance data records Disposition KE3 Event is end of fiscal year. Keep until event occurs, then delete 3 years after the event.</p>		