

# Request for Records Disposition Authority

(See Instructions 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)

Job Number  
**NI-AU-11-29**

Date Received  
**3/22/11**

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **03/21/11** 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 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

Title  
**Richard A. Wojewoda, Chief, Records Mgmt Division**

Date (mm/dd/yyyy)  
**03/01/2011**

Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p style="text-align: center;"><b>735 - Property Accountability</b></p> <p><b>Background</b> The Office of the Deputy Chief of Staff for Logistics sets policies on equipment distribution and supply, and prescribes overall guidance on asset and transaction reporting systems</p> <p>Through garrison organizations, the U S Army Installation Management Command (IMCOM) is accountable for installation activities including property book management</p> <p>The Property Book Unit Supply Enhanced (PBUSE) system is used to manage accountable property having a unit acquisition cost in excess of \$5,000 The basic records are organizational property book accounts and custodial records of supply distribution activity Property books also include installation accounts, individual clothing and equipment records, and hand receipt records</p> <p>Property and accountable officers use PBUSE to post changes to the property records Posted changes are loan, loss, damage, disposal, inventory adjustments, transfer and sale Some posting transactions are references to receiving reports, contracts, purchase orders, and invoices</p> <p>Inventory data is collected through the use of automatic identification technology devices which read and capture bar code symbols and magnetic strip information</p> <p><b>RN 735-5y</b>  <b>Title Property Book Unit Supply Enhanced (PBUSE) Master File</b>  <b>Authority TBD</b>  <b>PA TBD</b></p> <p><b>Description</b> Inputs to the master file consists of property books, unit level supply transactions, unit hand receipts and turn-in slips, copies of documents supporting entries to the property book, including purchase invoices, sales and procurement contracts, and class II, IV and VII equipment requests</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>Outputs are inventories, property status and location reports, equipment readiness listings, and activity register reports. Inventory reports identify items by part number, nomenclature description, model number, property status, and quantity.</p> <p>Disposition KE2 Delete 2 years after the property has transferred, shipped, retired, or no longer on organization property book.</p> <p>Note Use record number (RN) 25-1kkk for source input records, RN 25-1mmm for system documentation and specification files; and RN-1nnn for backup files, use GRS 20-16 for outputs.</p>		