REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
    NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Department of the Army

2. MAJOR SUBDIVISION
   Information Systems Command

3. MINOR SUBDIVISION
   Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Cliff Jones

5. TELEPHONE EXT.
   325-6044

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☑ is unnecessary.

B. DATE
   27 Oct 86

C. SIGNATURE OF AGENCY REPRESENTATIVE
   W. R. BOARDMAN, CRM

D. TITLE
   Army Records Manager

7. ITEM NO. 8. DESCRIPTION OF ITEM
   25-5b Information Management Plans (IMP)

   BACKGROUND: This a new file number being developed by
   the Army based on records keeping requirements in AR
   25-5. The IMP is a plan projecting information
   processing requirements and capabilities, and is
   submitted to OACSIM by July 1 of each year. The
   following description and disposition instructions meet
   current Army requirements.

   25-5b

   Authority:

   Information Management Plans (IMP)

   Information documenting the process through which
   Sustaining Base initiatives are identified and approved.
   These initiatives describe information requirements and
   conform to information architecture. Included in the
   documentation of annual IMP packages are--
   a. Information objective summaries; reference drawings
      and diagrams; situation summaries; needs evaluations;
      resource summaries, and coordination summaries.

   #87-5
5.1. S. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

1. b. Sustaining base initiatives.
   c. Out-of-cycle initiatives, including configuration/implementation strategies, approved projects requiring additional resources, urgent requirements and prototypes, approvals, and disapprovals.
   d. Listings of all new initiatives.
   e. Joint/strategic initiatives identified by MACOMs, including interim theater/tactical or strategic systems.

Disposition
   a. Office with Army-wide responsibility: Destroy after 10 years.
   b. MACOMs and other entities reporting directly to HQDA: Destroy after 10 years.
   c. Installations and other offices: Destroy when no longer needed for current operations.