

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-A4-87-6

DATE RECEIVED

11/01/86

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

DATE

3-27-87

ARCHIVIST OF THE UNITED STATES

*Frank S. Burke*

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 of 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, 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	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
27 Oct 86	W. R. BOARDMAN, CRM <i>WR Boardman, CRM</i>	Army Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p>25-5b Information Management Plans (IMP)</p> <p><b>BACKGROUND:</b> 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.</p> <p>25-5b</p> <p>Authority:</p> <p>Information Management Plans (IMP)</p> <p>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--</p> <p>a. Information objective summaries; reference drawings and diagrams; situation summaries; needs evaluations; resource summaries, and coordination summaries.</p> <p style="text-align: center;">*87-5</p>		

*Handwritten notes:*  
H2/D  
11/2/87  
AGM  
NOE  
NMM  
NWA

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
2 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>b. Sustaining Base initiatives.</p> <p>c. Out-of-cycle initiatives, including configuration/implementation strategies, approved projects requiring additional resources, urgent requirements and prototypes, approvals, and disapprovals.</p> <p>d. Listings of all new initiatives.</p> <p>e. Joint/strategic initiatives identified by MACOMs, including interim theater/tactical or strategic systems.</p> <p>f. Specific addenda to initiative Information Requirement Resource Summary (IRRS).</p> <p>Disposition</p> <p>a. Office with Army-wide responsibility: Destroy after 10 years.</p> <p>b. MACOMs and other entities reporting directly to HQDA: Destroy after 10 years.</p> <p>c. Installations and other offices: Destroy when no longer needed for current operations.</p>		

115-203

Four copies, including original, to be submitted to the National Archives.

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4