


REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. NI-AU-91-1

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

DATE RECEIVED 10-10-90

1. FROM (Agency or establishment) Department of the Army	NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Army Information Systems Command Fort Huachuca, AZ 85613-5000	IAW 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION DCSOPS (ASOP-MR)		
4. NAME OF PERSON WITH WHOM TO CONFER Monette F. Blanco	DATE <u>1/16/91</u>	ARCHIVIST OF THE UNITED STATES 
5. TELEPHONE EXT. (602) 538-4750		

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 X is unnecessary.

B. DATE <u>6 Sep 90</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE  JAY A. RASCHKE	D. TITLE Chief, Policy Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
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1	FN 600-8c, Personnel strength zero balance reports and personnel transaction register by unit.	NCI-AU-80-25	
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Description. SIDPERS C27 and PO1 reports are products of Standard Installation/Division Personnel System (SIDPERS). They replaced the morning report which was phased out in 1973, the personnel data card (DA Form 2475-2) which was phased out in March 1987, and the personnel asset inventory (PAI) which was eliminated in June 1988. SIDPERS is an integral part of the Army's personnel information system; the two major functions of the C27 report and the PO1 are (1) strength accounting and (2) correct duty status of each member of the Army as of each cycle date. Only the C27 and cyclic PO1 will be retired under this file number.

Disposition: a. Personnel Automation Section: The C27, PO1 reports, and monthly certification will be cut off annually or when the reported

*Copies sent to Agency NCF 1/19/91*

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	<p>unit/activity is reduced to zero strength; held 1 year in RHA (or CFA if no RHA is available) and retired to the National Personnel Records Center (NPRC) with the next regular shipment. Destroy 75 years after cutoff.</p> <p>b. All other offices: Unit: Destroy after receipt of next copy. Battalion S1 or equivalent: Destroy after 1 year.</p> <p>Background: These reports document the Army's personnel accounting system. They replace the morning report, personnel data card, and asset inventory. Information in these reports provide an audit trail of individual's service career and must be preserved for the productive life of the individual (75 years). HQDA proponent, U.S. Total Army Personnel Command, TAPC-PDO-PO, requested change, 27 Jul 90.</p>		

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