


REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER N1-AU-98-12	DATE RECEIVED 3-17-98
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Program Division		DATE	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER JOSEPH G. HARDY	5. TELEPHONE 703-806-3718		WITHDRAWN

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; or has been requested.

DATE 6 March 98	SIGNATURE OF AGENCY REPRESENTATIVE  HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p><u>Army Career and Alumni Program (ACAP)</u></p> <p>FN: 600o Title: Army Career and Alumni Program (ACAP) Authority: To Be Determined Privacy Act: Yes Description: Information collected and processed by a Government Owned Contractor Operated (GOCO) system designed to provide services and benefits to personnel transitioning from Army Government Services. Included are soldiers, Department of the Army Civilians (DACs), and their family members. Data collected and used in this record system is information acquired from other record systems and individuals, and consists of:</p> <p>a. Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records.</p> <p>(1) Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.</p> <p>(2) Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.</p> <p>(3) Electronic files and hard-copy printout created to monitor system usage, including, but not limited to, log-in files, password files, and cost-back files used to assess charges for system use.</p> <p>b. Input/Source Records.</p> <p>(1) Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention</p>		

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	<p>in a NARA-approved agency records schedule.</p> <p>(2) Electronic records entered into the system during an update process, and not required for audit and legal purposes.</p> <p>c. Backups of Files. (Electronic copy, considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or data base is damaged or inadvertently erased.)</p> <p>Disposition:</p> <p>a. For a above: Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.</p> <p>b. For b above: Delete/destroy after the information or data has been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.</p> <p>c. For c above: Delete when the identical records have been deleted, or when replaced by a subsequent backup file.</p>		