| RECUEST FOR RECORDS DISPOSITION AUTHORITY<br>(See Instructions on reverse)   Dot LANK (MARA use only)<br>(See Instructions on reverse)     To INITIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, OC 2008   Dot LANK (MARA use only)<br>(J) (J) (J) (J) (J) (J) (J) (J) (J) (J)  |   |      |         |  | · , · ·           |  |
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| TO   NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)     WASHINGTON, DC 2004   John (Agency or establishment)     Department of Defense  | REQUEST FOR RECORDS DISPOSITION AUTHORITY   |      | тү 门    |  |                   |  |
| Image: Magening of setabilishment)   Image: Magening of setabilishment)     Department of Defense   Imagening     3. MINOR SUBDIVISION   Imagening     4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE     1. A Converting of Defense   Imagening     3. MINOR SUBDIVISION   Imagening     4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE     1. Luz D Oruz   (703) 596-4959     6. AGENCY CERTIFICATION   5. TELEPHONE     1. Derect certify that 1 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 attachedpage(3) are not now needed for the business of this agency or will not be needed after the recertion proofs specified.     6. AGENCY CERTIFICATION   Imagenesity and not needed after the recertion proofs specified.     1. In or required;   Imagenesity and not needed after the provisions of Title 8 of the GAO Manual for Guidance of Pederal Agences.     Imagences.   SIGNATURE OF AGENCY REPRESENTATIVE   Intellet amole metal and the structure of the seconds and Declassification Division     DATE   SIGNATURE OF AGENCY REPRESENTATIVE   Intellet amole metal advance in concurrence from the General Accounting of the MAD PROPOSED DISPOSITION   SUPERSEDED     103/2007   Robert Storer   Imagenesities needs   Supersection of the seconds   |   |      |         |  |                   |  |
| Department of Defense   In accordinge with the previous of 44     Office of the Secretary of Defense   In accordinge with the previous of 44     S. MINOR SUBDIVISION   US C 3038 the department of Executed and Declassification Division, ESD, WITS     4. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE     Luz D Ortiz   (703) 696-4959     6. AGENCY CERTIFICATION   5. TELEPHONE     1. hereby certify that 1 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   | WASHINGTON, DC 20408  |      |         | 10/10/07   |                   |  |
| 2. MAJOR SUBDIVISION<br>Office of the Secretary of Defense<br>3. MINOR SUBDIVISION<br>Records and Declassification Division, ESD, WHS<br>4. NAME OF PRSON WITH WHOM TO CONFER<br>Luz D Ornz<br>6. AGENCY CERTIFICATION<br>Thereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records<br>and that the records proposed for disposal on the attached<br>1. page(s) are not now needed for the business<br>of this agency or will not be needed after the retention periods specified; and that written concurrence from<br>the General Accounting Office, under the provisions of THE 8 of the GAO Manual for Guidance of Federal<br>Agencies.<br>DATE<br>ISIGNATURE OF ACENCY REPRESENTATIVE<br>10.3/2007<br>Robert Storer Will ADD PROPOSED DISPOSITION<br>1. Personnel Tracking System (PTS) is an organizational imangement tool used by<br>various organizations with OSD. There are two versions of PTS web and<br>non-web version, customized by the organizational instructions<br>See attached page for complete description and disposition instructions<br>See attached page for complete description and disposition instructions<br>Mathematical and the Second Secon |   |      |         | NOTIFICATION TO AGENCY   |                   |  |
| 3. MINOR SUBDIVISION   including amendances, is approved except for symbol and the  | •   |      |         | U S C 3303a the disposition request,<br>including amendments, is approved except<br>for items that may be marked "disposition<br>not approved" or "withdrawn" in column 10 |                   |  |
| A. NAME OF PERSON WITH WHOM TO CONFER   5. TELEPHONE   DATE   ARCHIVIST OF THE UNITED STATES     Luz D Oriz   (703) 696-4959   DATE   MALLIAN     6. AGENCY CERTIFICATION   Thereby certify that 1 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  |   |      |         |  |                   |  |
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| Luz D Ortrz   (703) 696-4959   U/U105   Multimedia     6. AGENCY CERTIFICATION   Thereby 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   |   |      |         |  |                   |  |
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| ITEM   8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION   SUPERSEDED<br>JOB CITATION   TAKEN (NARA<br>USE ONLY)     1   Personnel Tracking System (PTS) is an organizational management tool used by<br>various organizations with OSD. There are two versions of PTS web and<br>non-web version, customized by the organizations for their business needs.   See attached page for complete description and disposition instructions     See attached page for complete description and disposition instructions   See attached page for complete description and disposition instructions     Multifle&   Copples   See To Agger,  | and that the records proposed for disposal on the attached <u>1</u> page(<br>of this agency or will not be needed after the retention periods specified; and<br>the General Accounting Office, under the provisions of Title 8 of the GAO I<br>Agencies,<br>is not required; Is attached, or Image I<br>DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE |      |         | (s) are not now needed for the business<br>d that written concurrence from<br>Manual for Guidance of Federal<br>has been requested.  |                   |  |
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| 115-109 $\vee$ NSN 7540-00-634-4064 $\bigvee$ () STANDARD FORM 115 (REV. 3-91)  | 115-109 NSN 7540-00-634-4   | 1064 | <u></u> |  | 1 115 (REV/ 3-91) |  |

PREVIOUS EDITION NOT USABLE

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Prescribed by NARA 36 CFR 1228

## SF 115 submission for scheduling records with NARA: ITEM 1:

**BACKGROUND:** Personnel Tracking System (PTS) is an organizational management tool, used to simplify the management, tracking, and reporting of personnel and positions, used by various organizations with OSD. PTS enables the users to integrate human resource information with the organization and manpower information. Records maintained in PTS are comparable to information held in other systems of record. The system augments the Check-In and Check-Out processes, and prepares numerous standard reports on position, workforce, emergency contact, parking permit, travel, and personnel security. There are two versions of PTS web and non-web version, customized by the organization for their business needs. Five types of personnel records that may be maintained in PTS: civilian, military, contractor, consultant, and special hiring authority. A limited set of data is also stored for visitors as related to visit requests only. PTS is not the official personnel record for OSD employees. PTS uses an Oracle autogenerated number as the primary key for each record. Data collection for PTS began in January 2001

All data is inputted manually into the systems. Master file contains duplicative information already scheduled under the following GRS or AI 15, file numbers: GRS1, Item 14a, 103-09, 202-04; 202-07, 202-23: 202-25.2, 202-28.4; 202-32; 202-40; 202-42; 202-46 2; 204-07.2; and 206-8.2. The outputs are ad hoc and are scheduled under GRS 20, Item 6 (i.e. statistical reports) or under the file numbers cited System audit logs are scheduled under GRS 20, Item 1c, system documentation under GRS 20, Item 11; and finding aids under GRS 20, Item 9.

## FILE NUMBER: [AI 15 File number to be determined]

FILE TITLE: Personnel Tracking System (PTS) Master File

FILE DESCRIPTION: Information systems containing personnel and management data about military and civilian personnel, contractors, and non-DoD employees. Data is derived from related files in the civilian and military personnel systems, Joint Table of Distribution (JTD), Joint Personnel Adjudication System (JPAS), Defense Clearance and Investigation Index (DCII), DD 254 (Contract Security Classification Specification, Department of Defense) and visitor requests. May contain information concerning: strength reports; office personnel information (emergency contact information, duty hours, career status, pay status, education, home address and personal telephone numbers, etc); office visitors; position titles; office vacancies; names of organizations; travel; manpower information; personnel security clearances; special assignments; personnel statistical reports; parking permits; and related data.

PRIVACY ACT: To be determined.

**DISPOSITION:** Cutoff record on separation or transfer of individual. Delete record when no longer needed for conducting business but do not retain longer than 6 years.