

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-330-094</i>	DATE RECEIVED <i>6/1/09</i>
1 FROM (Agency or establishment) Department of Defense		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Secretary of Defense		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 and Declassification Division, ESD, WHS			
4. NAME OF PERSON WITH WHOM TO CONFER Stephanie Griffith	5. TELEPHONE (703)588-6835	DATE <i>8/28/09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>

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 5/19/2009	SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert Storer</i>	TITLE Chief, Records and Declassification 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	INTEGRATED TRACKING SYSTEM (ITS) BACKGROUND ITS is used by DFD's Remote Delivery Facility staff to track all inbound shipments to the Pentagon and to automate the process for clearing and inspecting vehicles and material entering into the Pentagon Reservation		

SF 115 Submission for scheduling with National Archives and Records Administration (NARA):

WASHINGTON HEADQUARTERS SERVICES, DIRECTOR FOR THE DEFENSE FACILITIES DIRECTORATE (WHS/DFD)

INTEGRATED TRACKING SYSTEM (ITS)

BACKGROUND: ITS is used by DFD's Remote Delivery Facility staff to track all inbound shipments to the Pentagon and to automate the process for clearing and inspecting vehicles and material entering into the Pentagon Reservation. This is a stand-alone system that does not link to any other databases, systems or applications. Once information is put into ITS, it is assigned a unique tracking number which links clearance identification data to transactions in relation to arrivals and deliveries.

ITS is a combination of several web-applications with a Microsoft SQL database in the background. Information is entered into the database through the various applications such as the Star Receiver PDA Application, SR Mobile, used to capture record information from deliveries and apply signature for delivery; the Star Receiver Scanner, Dockside, is used to record and track material status upon arrival dockside, the Star Receiver Desktop is used to create new material records and download data from the PDA applications and is the entry point to the database. Once a record is created, it is assigned a unique number for tracking its life cycle through the system.

Inputs into the ITS are covered under GRS 20, item 2(b). **Outputs** from the system include various ad hoc reports related to day-to-day program management and the dispositions are covered under GRS 20, Item 16. The **system documentation** disposition is covered under GRS 20, Item 11a(1) and includes data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.

ITEM 1: ITS Master file

FILE DESCRIPTION: Information in the ITS include material/vehicle arrival time, user, status of event, material waybill number, and the delivery company. The system also holds clearance identification data for drivers and links them to the appropriate delivery record.

DISPOSITION: TEMPORARY Delete/Destroy when 3 years old.