

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-A2-00-32	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED 7-26-00	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Luz D. Ortiz	5. TELEPHONE (703) 806-3710	DATE 3-20-04	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 <u>2</u> page(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 21 July 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE DIRECTOR, RECORDS MANAGEMENT DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Ammunition Accountability (Ammo System) System Files</u>  BACKGROUND AND ADDITIONAL INFORMATION: The Ammunition Accountability System is the U.S. Army Research, Development and Engineering Center (ARDEC) ammunition tracking system. The Ammunition Accountability System allows specified users to increment and decrement the ammunition inventory available for ARDEC Engineers and Scientists for research and development purposes. Administrative personnel update the system through quantity and location entries. Safety/Security officers can view selected records for surveillance functions. Users can generate reports by user-input location. Daily inventory reports track and monitor the process for both users of the system and support personnel required to transport the ammunition being tested. Receiving documentation is retained in the system until the item is expended. Specified users for any given item perform catalog updates; an audit trail table documents changes to the catalog. Semi annual reports generated by the system include Ammunition Stock Status Report; Ammunition On-Hand Review for Excess Report; Ammunition Master File Deletion Report (tracks deleted catalog items); and Semi-Annual Review of Energetic Material.  Source of data for the system: Record sources used to populate the Ammo System are DD Form 250, Material Inspection and Receiving Report; DA Form 581, Request for Issue and Turn-In Of Ammunition; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1149C, Requisition  <i>Agency NWMW NR</i>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>and Invoice/Shipping Document. The Ammunition Accountability System Source information is scheduled under file number 25-1kkk.</p> <p>FN: 710-2ee            Title: ARDEC's Ammunition Accountability System Master File            Authority: TBD            Privacy Act: NA            Description: Information collected and processed by a government system designed to provide an audit trail of ammunition utilized for research and development purposes, from 1986 to present. System is used at the U.S. Army, Research, Development and Engineering Center (ARDEC). Items listed in this database standard and non-standard prototypes of ammunition ranging from: 5.56 mm through 155mm and different propellant samples, bulk explosives, mines, pyrotechnics, and non-lethal cartridges and projectiles. Data used in this system is acquired from: DD Form 250, Material Inspection and Receiving Report; DA Form 581, Request for Issue and Turn-In Of Ammunition; DD Form 1348-1A, Issue Release/Receipt Document; DD Form 1149C, Requisition and Invoice/Shipping Document. It includes information such as ammunition stock number, ammunition classification, location, price, type, weight, size, issue, turn-in, unit price, unit of issue, status, part number, security code and date of last inspection, next inspection, last action and last inventory.            Disposition: Code KE6. Event is until ammunition is expended. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then <del>destroy</del> <i>delete</i>.            Note: Use FN 25-1kkk, for source/input records, FN 25-1lll for system administrative reports, FN 25-1mmm for system documentation and specifications, and FN 25-1nnn for backups.</p>		
2.	<p>FN: 710-2ff            Title: ARDEC'S Ammunition Accountability System (AMMO System) Outputs and Reports            Authority: TBD            Privacy Act: NA            Description: Outputs generated by the AMMO system are reports which monitor the status of ammunition used for research and development purposes. System reports consist of: Inventory verification reports by building, total net explosive weight (N.E.W.) report and daily or monthly audit reports to track new and altered records within six months. Semi-annual reports consists of: the current status of on-hand ammunition; all items in excess account for review to destroy or ship away; all deleted catalog records with no actions for a year (maintaining a zero balance quantity); and ammunition available by Energetic Materiel Control Number (EMCN) stored at an inter-service agreement (ISA) building. Reports are produced in electronic and hardcopy format.            Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not more than 6 years, then destroy.</p>		

*individual record*  
*h. Ortiz*  
*11-15-80*  
*h. Gonzalez*  
*concur*