Schedule Number: N1-AU-03-005

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: <u>5/1/2024</u>

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Active: Item 1, 2

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

3 is superseded by DAA-GRS-2016-0016-0002

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

JOB NUMBER

N1-Au-03-5

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

DATE RECEIVED

1-23-2003

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Patricia R. Martin	(703) 806-3171	9-16-04	*John W. Carl*

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 ___3___ pages(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,

[✓] is not required; [ ] is attached; or [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
13 Dec 02	HOWARD N. GREENHALGH	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	IS Planning and Programming System (ISPPS) Background Information: IS Planning and Programming System (ISPPS) is a web based system. ISPPS is governed by USAEUR Supplement 1 to AR 25-1, Information Management, dated 31 May 2002. This system is used at Headquarters United States Army Europe. ISPPS was built to streamline the Information technology and information management planning process by eliminating requirements statements from the user level. ISPPS provides a programmatic basis for establishing budget requirements for Information Management Equipment (IME) life-cycle replacements and establishes a single-theater view of IME authorizations. Adding and maintaining IME authorization levels is the primary function of the ISPPS. ISPPS establishes a direct link from the acquisition approval level (the servicing G-6 or DOIM) to the contracting agent. ISPPS also establishes authorization levels that provide the visibility of the IME to the local G-6, the Army Chief of Staff for Installation Management (ACSIM) and the Director of Information Management (DOIM). The outputs are reports. There are 3 modules used to create reports. Module 1 is the Unit Profile Report. The Unit Profile Report contains UICs, Unit Names, Function Codes, Process Codes, Configuration Codes, and Amount Authorized Costs. Module 2 is the Information Management Acquisition Requests (IMAR) Query Approval Report. This report contains UICs, Unit Names, Parent Unit UICs, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, IMAR Quantity and Approved Security Codes. Module 3 is the IMAR Approval Maintenance Report and the Authorizations Reports. *c c Agency, NWME*		

115-109
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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)
	This IMAR Report contains UICs, Unit Names, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, User ID's, Approval Dates, and IMAR quantities approved. The Authorization part of this report contains UICs, Unit names, Function Codes, Process Codes, Configuration Codes, Amount Authorized and cost. The ISPPS is an unclassified sensitive system.		
	Note: Use 25-1kk for source/input records, and specifications, and 25-1lll for system administrative reports, ~~25-1mmm for system documentation and specification~~, and 25-1nnn for backups.		*Changes made per records officer's Instructions. 11/8/03* *Rescinded per Army See email*
1	FN: 25-1aaaa Title: The IS Planning and Programming System (ISPPS) Masterfile Authority: TBD Privacy Act: Not applicable		
	Description: The ISPPS is a web based system. ISPPS provides a programmatic numerical database for establishing budget requirements for the Information Management Equipment (IME) and Information Management Acquisition Requests (IMAR). ISPPS records consist of authorizations levels for the IME and IMAR. ISPPS approval number database establishes a direct link from the acquisition level (the servicing G-6 or DOIM) to the contracting agent. ISPPS also establishes authorization level records that provide the visibility of the IME and IMAR to the local G-6, the Army Chief of Staff for Installation Management (ACSIM) and the Director of Information Management (DOIM) for approval. The IMR records are kept active on the ISPPS for 3 years.		
	~~Disposition Code TEP: Event is 3 years after the project is complete. Retire to the AEA after event occurs. The AEA will transfer the records to NARA when record is 25-years old. Electronic format must meet appropriate NARA standards.~~		
2	Dispostion: KE6. Event is after approval and aquisition of the resource. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6years after the event, then destroy FN: 25-1bbbb Title: The IS Planning and Programming System (ISPPS) Profile, IMAR and Maintenance Reports Authority: TBD Privacy Act: Not applicable		*Changed Concurred by Ro See email 3/25/04*
	Description: The IS Planning and Programming System (ISPPS) contains 3 modules used to create the Profile, IMAR and Maintenance Reports. Module 1 is the Unit Profile Report. The Unit Profile Report contains UICs, Unit Names, Function Codes, Process Codes, Configuration Codes, and Amount Authorized Costs. Module 2 is the IMAR Approval Report. The IMAR Report contains UICs, Unit Names, Parent Unit UICs, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, IMAR Quantity and Approved Security Codes. Module 3 is the IMAR Approval Maintenance Report and the		

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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)
	Authorization Report. This IMAR Report contains UICs, Unit Names, IMAR Numbers, Function Codes, Process Codes, Configuration Codes, User ID's, The Authorization Report contains UICs, Unit names, Function Codes, Process Codes, Configuration Codes, Amount Authorized and costs. ~~Disposition Code TEP: Event: Upon completion of the project or disapproval of requirements statements. Keep until event occurs and then until no longer needed for conducting business, then retire to AEA. The AEA will transfer the records to NARA when the record is 25 years old. Electronic format must meet appropriate NARA standards.~~ Disposition: KE6 Event is upon completion of the project or disapproval of requirement statement, whichever applies Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.		*Change Concurred by Ro See email 3/25/04*
3	Electronic copies created on electronic mail and word processing systems. Delete when no longer needed for reference or updating; whichever is later.		

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