

Request for Records Disposition Authority

(See Instru on reverse)

To National Archives and Records Administration (NIR) Washington, DC 20408	
1 From (Agency or establishment)	Department of the Army
2 Major Subdivision	Office of the Administrative Assistant to the Secretary of the Army
3 Minor Subdivision	Records Management and Declassification Agency
4 Name of Person with whom to confer	5 Telephone (include area code)
Brenda Fletcher	703-428-6298

Leave Blank (NARA Use Only)

Number NI-AU-10-24	
Date Received	
Notification to Agency	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date 13 July 10	Archivist of the United States

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 1 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 has been requested

Signature of Agency Representative 	Title Richard A. Wojewoda, Chief, Records Mgmt Division	Date (mm/dd/yyyy) 03/01/2010
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
15	<p style="text-align: center;">Boards, Commission, and Committees</p> <p>These records concern the review and adjudication of applications and cases submitted by various parties for the correction of military records for active and retired members of the US Army, Army Reserve (USAR), and the Army National Guard (ARNG)</p> <p>Information from the system is stored in the individual's permanent military record. The system contains records dating from 1974 to present. The primary key is a system-generated unique identifier.</p> <p>RN 15-185b Title: ARBA Case Tracking System (ACTS) Master File Authority: TBD PA: N/A</p> <p>Description: The Army Review Board Agency case tracking system (ACTS) is used to track and manage cases related to correction of military records, including discharges, medical records, legal issues, and tracking clemency and parole of Army inmates. Information in the system consists of name, grade, rank at discharge, social security number, mailing address, telephone number, email address, fax number, date of discharge, discharge characterization, unit and location of discharge, present and last pay grade, service number, criminal records and medical conditions, and decisional documents, and notification of case decision letters.</p> <p>Disposition: T20 Keep until no longer needed for conducting business. Retire to the AEA. The AEA will delete record when 20 years old.</p> <p>Note: Use record number (RN) 25-1kkk for source input records, RN 25-1lll for automated system administrative outputs and reports, RN 25-1mmm for automated system documentation and specification files; and RN-1nnn for backup files.</p>		