

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-AU-87-20

DATE RECEIVED

9-22-87

TO: **GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

Department of the Army

2. MAJOR SUBDIVISION

Information Systems Command

3. MINOR SUBDIVISION

Office Systems Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

Gina Dominguez

5. TELEPHONE EXT.

(AC 602)
 538-7447

DATE

12/21/87

ARCHIVIST OF THE UNITED STATES

Charles [Signature]

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 15 SEP 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman, CRM</i> W.R. BOARDMAN, CRM	D. TITLE Army Office Systems Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>25-5d Capability Request (CAPR) for Information Mission Area (IMA) Resources</p> <p>BACKGROUND: This is a new file number being developed by the Army based on records keeping requirements in AR 25-5. The capability request (CAPR) is the paperwork used to document a need and execute an approved Information Management Plan initiative. The following description and disposition instructions meet current Army requirements.</p> <p style="text-align: center;"># 87-16</p>		

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>25-5d</p> <p>Capability Request (CAPR) for Information Mission Area (IMA) Resources</p> <p>Authority: <i>submitted to DOIM's</i> Information reflecting requirement, validation, and approval/disapproval of IMA resources authorized in an approved Information Management Plan, and related information.</p> <p>Disposition</p> <p>Approved requirements:</p> <p>a. Request and approval information: Destroy 1 year after disposal of resource or termination of service.</p> <p>b. Related information: Destroy when no longer needed for current operations.</p> <p>Disapproved requirements: Destroy after 1 year.</p>		<p>Clarification agreed to by Ms Domy</p>