

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-AU-2016-0056

Status: INACTIVE

Date Approved: 01/26/2017

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## General Information

Agency or Establishment	Department of the Army
Record/Scheduling Group	AU - Army Undifferentiated Scheduling Group
Records Schedule Applies To	Agency-wide
Schedule Subject	Third Party Request (TPR) System
Additional Schedule Information	The functional category for records in this request is governed by AR 600-8, Military Human Resources Management. The Third Party Request (TPR) System enables Army Reserve soldiers to grant other individuals one-time access to selected elements from their military records. Grantees are typically a non-Army third party individual (bank employee, employer, veterans' group, etc.)
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 1

Number of Temporary disposition items: 1

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 1

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Outline of Records Schedule Items for DAA-AU-2016-0056

Item #	Title	Disposition
0002	Third Party Request (TPR) System : Third Party Request (TPR) System Master Files	Temporary

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Records Schedule Items

Group Title	Third Party Request (TPR) System
Group Description	<p>The TPR system is used to request and approval access to Army Reserve military personnel record. The requests concern soldier employment and similar information, approvals and authorizations. The onetime access is provided by means of a 15-character alpha-numeric personal identification number (PIN); generated by the soldier. Soldiers are guided through several steps to establish PINs and select the documents and data that can be viewed by a third party requester. Soldiers must give the PIN to the individual seeking information. This PIN is one-time use only, and expires after 30 days. Additional requests require the soldier to visit the site again and establish a new PIN.</p> <p>Input records covered by DAA-GRS-2013-0001-0001 Item 10 for hard copy and analog, and by DAA-GRS-2013-0001-0004 Item 20 for electronic input/source records.</p>
	<p>Output ad-hoc records are covered by DAA-GRS-2013-0001-0005 Item 30, and output data file records are covered by DAA-GRS-0001-0006 Item 31.</p>
DAA-AU-2016-0056-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Third Party Request (TPR) System Master Files
Item Description	The master file includes but are not limited to personnel data such as date and type of enlistment/appointment; duty stations and assignments; training, qualifications, performance; administrative remarks; date and type of separation/discharge and other personnel actions.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
<b>DO NOT USE. This item is covered by 3.2.030 /System access records. on 01/05/2026.</b>	

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Final Disposition	Temporary
Cutoff Instructions	Other: Cutoff when action complete.
Retention Period	Destroy immediately after 3 months after cutoff

**ADDITIONAL INFORMATION**

Are any of the records covered by  
this item national security  
classified?

GAO Approval Required	No
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Signatory Information

Action	User	Date
Approve	David Ferriero	01/26/2017