

# Request for Record Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Number

NI-44-10-38

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

Brenda Fletcher

5 Telephone (include area code)

703-428-6298

Date

1 Oct 2012

Archivist of the United States

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

### 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

Date (mm/dd/yyyy)

Richard A. Wojewoda, Chief, Records Mgmt Division

03/15/2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>415 - Construction</p> <p>Background Information system created and used by planners and space utilization managers having responsibility for administering and managing construction at military installations and facilities</p> <p>RN 415-28b Title Army Criteria Tracking System (ACTS) Master File Authority TBD PA TBD</p> <p>Description The system contains published reference documents such as algorithms used to calculate asset allowances for many types of facilities and real properties</p> <p>Information exists in the system dating from 2006</p> <p>Disposition K2 Keep until record is 2 years old, then delete</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>		