

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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

Number

NI-AU-10-44

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

Archivist of the United States

6 Jul 2010 [Signature]

### 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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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>350 - Training</p> <p>Background The Resident Individual Training Management System automates administration of Army training. The types of training include unit training, training at institutional schools, and individual self development. Soldier training takes the form of required unit training as well as individual self development. Records are used to track student training during his Army career.</p> <p>RN 350-1uu Title Resident Individual Training Management System (RITMS) Master File Authority TBD PA: TBD</p> <p>Description Records in the system consists of catalog items of available products containing individual tasks, number, title, date, proponent, student data including name, rank, military occupational specialty (MOS) codes, and social security number, driver license, citizenship, gender, race, date and place of birth, telephone numbers, email address, home address, security clearance, and similar identification information, student training records consisting of academic scores, training status history, physical fitness test score results, weapons qualifications, weight control; information on student attendance including absence, sick-call injury history and other leave records, duty status history; academic evaluation reports, student training progress reports, unit training reports, and similar information.</p> <p>Disposition TE10 Event is when the individual is separated from the Army. Keep until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will delete the record 10 years after the event.</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>		

**RECOMMENDATION TO THE ARCHIVIST ON  
RECORDS DISPOSITION REQUEST**

Job No N1-AU-10-44

Item Count: 1

**SUMMARY**

The Department of the Army requests disposition authority for the Resident Individual Training Management System (RITMS) Master File

Master Files of an electronic information system used to track individual training histories. Included are student profile date, contact information, test scores, and progress reports. These records are temporary because they have little or no research value and significant information is captured elsewhere in the permanent record.

**RECOMMENDATION**

- 1 APPROVED FOR DISPOSAL. The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2 APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified. **Items**
- 3 DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition
- 4 WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA

**FEDERAL REGISTER NOTICE**

Not required.

Required — Publication Date May 19, 2010  
Copies Requested 0  
Comments Received 0

SIGNATURE	TITLE	SIGNATURE	DATE
Appraisal <i>if</i>	Appraiser	Tony Williams	June 28, 2010
	NWML	<i>Laurence V. Brown</i>	6-28-2010
Concurrences	NWM	<i>Julia</i>	6-30-2010