

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

01-AR-10-161

1 From (Agency or establishment)

Department of the Army

Date Received

3/30/10

2 Major Subdivision

Office of the Administrative Assistant to the Secretary of the Army

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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

10 Jun 11

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)

29 MAR 2010

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
350	<p>350 - Training</p> <p>Background The system is used by the US Army Training and Doctrine Command (TRADOC) proponents, centers and schools to identify training requirements Information in the system feeds the Program Budget Review process</p> <p>RN 350 Title Capabilities Needs Analysis Master File Authority TBD PA TBD</p> <p>Description Records are capability needs statements, requirements, and assessments</p> <p>Disposition K3 Keep until record is 3 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>		