Request for Records ⌐ ;position Authority·
(See Instructions on reverse)

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

Jc   ⌐mber

NI - A U - 11 - 16

1 From (Agency or establishment)
Department of the Army

Date Received

10 / 25 / 10

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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	5 Telephone (include area code)
Shirley Kinson-Jones	703-428-6411

Date

20 July 12

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 _____ 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

[X]	is not required	[ ]	is attached	[ ]	has been requested

Signature of Agency Representative	Title	Date (mm/dd/yyyy)
	Richard A Wojewoda, Chief, Records Management Division	10/12/2010

7 Item Number	8. Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)

	ORGANIZATION AND FUNCTIONS OF NATIONAL GUARD BUREAU AR 130-5
	
	Background This regulation prescribes the major functions and organization of the National Guard Bureau (NGB) as a Joint Bureau of the Department of the Army and the Department of the Air Force NGB Budget Track is an enterprise level customized application that was configured to allow leadership to budget, track and report on all financial matters to include Financial Management (FM) Checkbook, Contracting Services (EEIC 59290), IMPAC (Government Purchase Card), Training, and Travel funds NGB Budget Track is a desktop based application that provides user with a range of features
	  - Track budgets for multiple pools of money or RCCCs (allocation, commitments, obligations, available)
	  - Enter in budget projections for out-year funding
	  - Approval process for travel, IMPAC, contracting, training, and FM Checkbook funds
	  - Detailed tracking and reporting of all transactions entered into the system
	  - Detailed contractor information screen that includes contractor, contract, invoice payment status
	
	Note Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation, and RN 25-1nnn for backup files
	
	RN 130-5a
	Title National Guard Bureau Budget Track (NGB BT) Master File
	Authority TBD
	PA TBD
	Description This system contains budget execution data for NGB-J5 from FY 05 to present
	Disposition KEN Event is after auditing period is completed Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete		