

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. *N1-AU-91-14*

TO: GENERAL SERVICES ADMINISTRATION  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED *7-8-91*

		NOTIFICATION TO AGENCY
1. FROM (Agency or establishment)	Department of the Army	IAW 44 U.S.C 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.
2. MAJOR SUBDIVISION	U.S. Army Information Systems Command	
3. MINOR SUBDIVISION	DCSOPS (ASOP-MR)	
4. NAME OF PERSON WITH WHOM TO CONFER	Peter Criscuolo	
5. TELEPHONE EXT.	(602) 538-4746	

6. CERTIFICATE OF AGENCY REPRESENTATIVE: I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:      is attached; or X is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
<i>7 June 91</i>	<i>Jay A. Raschke</i>	Chief, Policy Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION:	10. ACTION TAKEN (NARS USE)
	<p>Army Regulation 25-3, Life Cycle Management of Information Systems, establishes policies and procedures for developing, maintaining, and disposing of all types of Army information systems, both automated and manual. Request approval for the file number and disposition instruction below for managing records created pursuant to this regulation.</p> <p><u>FN:</u> 25-3a  <u>Title:</u> Information systems life cycle management  <u>Description:</u> Documents accumulated during the implementation phase of the life cycle relating to the development, design, engineering, construction, installation, security, operation, logistics support, modification, replacement, and disposal of strategic, theater/tactical, and sustaining base information systems. Included are project case files containing requirement statements, project approval files containing requirement statements, project approval letters, bills of material, specifications, and related documents.  <u>Disposition:</u>                      a. Project managers and offices with Army-wide responsibility: Permanent.                      b. Other offices: Destroy when no longer needed for current operations.</p>		