

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
<b>TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)</b> <b>WASHINGTON, DC 20408</b>		<b>JOB NUMBER</b> <i>N1-330-08-2</i>	
<b>1. FROM (Agency or establishment)</b> Department of Defense		<b>DATE RECEIVED</b> <i>10/10/07</i>	
<b>2. MAJOR SUBDIVISION</b> Office of the Secretary of Defense		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
<b>3. MINOR SUBDIVISION</b> Records and Declassification Division, ESD, WHS			
<b>4. NAME OF PERSON WITH WHOM TO CONFER</b>  Luz D Ortiz	<b>5. TELEPHONE</b>  (703) 696-4959		
		<b>DATE</b> <i>11/11/08</i>	<b>ARCHIVIST OF THE UNITED STATES</b> <i>[Signature]</i>

<b>6. AGENCY CERTIFICATION</b> 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 <u>1</u> 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,		
<input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested.		
<b>DATE</b> 10/3/2007	<b>SIGNATURE OF AGENCY REPRESENTATIVE</b> Robert Storer <i>[Signature]</i>	<b>TITLE</b> Chief, Records and Declassification Division

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Personnel Tracking System (PTS) is an organizational management tool used by various organizations with OSD. There are two versions of PTS web and non-web version, customized by the organizations for their business needs.  See attached page for complete description and disposition instructions		

*11/14/08 copies sent to Agency*

**SF 115 submission for scheduling records with NARA:**

**ITEM 1:**

**BACKGROUND:** Personnel Tracking System (PTS) is an organizational management tool, used to simplify the management, tracking, and reporting of personnel and positions, used by various organizations with OSD. PTS enables the users to integrate human resource information with the organization and manpower information. Records maintained in PTS are comparable to information held in other systems of record. The system augments the Check-In and Check-Out processes, and prepares numerous standard reports on position, workforce, emergency contact, parking permit, travel, and personnel security. There are two versions of PTS web and non-web version, customized by the organization for their business needs. Five types of personnel records that may be maintained in PTS: civilian, military, contractor, consultant, and special hiring authority. A limited set of data is also stored for visitors as related to visit requests only. PTS is not the official personnel record for OSD employees. PTS uses an Oracle auto-generated number as the primary key for each record. Data collection for PTS began in January 2001

All data is inputted manually into the systems. Master file contains duplicative information already scheduled under the following GRS or AI 15, file numbers: GRS1, Item 14a, 103-09, 202-04; 202-07, 202-23: 202-25.2, 202-28.4; 202-32; 202-40; 202-42; 202-46 2; 204-07.2; and 206-8.2. The outputs are ad hoc and are scheduled under GRS 20, Item 6 (i.e. statistical reports) or under the file numbers cited. System audit logs are scheduled under GRS 20, Item 1c, system documentation under GRS 20, Item 11; and finding aids under GRS 20, Item 9.

**FILE NUMBER:** [AI 15 File number to be determined]

**FILE TITLE:** Personnel Tracking System (PTS) Master File

**FILE DESCRIPTION:** Information systems containing personnel and management data about military and civilian personnel, contractors, and non-DoD employees. Data is derived from related files in the civilian and military personnel systems, Joint Table of Distribution (JTD), Joint Personnel Adjudication System (JPAS), Defense Clearance and Investigation Index (DCII), DD 254 (Contract Security Classification Specification, Department of Defense) and visitor requests. May contain information concerning: strength reports; office personnel information (emergency contact information, duty hours, career status, pay status, education, home address and personal telephone numbers, etc); office visitors; position titles; office vacancies; names of organizations; travel; manpower information; personnel security clearances; special assignments; personnel statistical reports; parking permits; and related data.

**PRIVACY ACT:** To be determined.

**DISPOSITION:** Cutoff record on separation or transfer of individual. Delete record when no longer needed for conducting business but do not retain longer than 6 years.