

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-AU-94-17
1. FROM (Agency or establishment) U. S. ARMY		DATE RECEIVED	4.25.94
2. MAJOR SUBDIVISION HQ, US ARMY INFORMATION SYSTEMS COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT (ASOP-MP)	5. TELEPHONE (602) 538-8414	DATE	2-16-95
		ARCHIVIST OF THE UNITED STATES <i>Cathy Hankamp Peterson</i>	

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,

is not required;  is attached; or  has been requested.

DATE 1/27/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>RAY A. RASCHKE</i> <i>Peggy Henderson</i>	TITLE CHIEF, INFORMATION REQUIREMENTS DIVISION
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ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><i>THE CREATION AND MAINTENANCE</i></p> <p>BACKGROUND: The requirement for retention of Army Training Requirements and Resources System (ATRRS) records is directed by AR-350-10. ATRRS consist of a centralized training management database with interactive terminals at Army training MACOMs, agencies, schools, and training centers that are operational on ATRRS. Information on most individual training courses taught by or for Army personnel is in ATRRS database. The following reports are submitted by ATRRS: The Military Manpower Training Report (MMTR), The Army Program for Individual Training (ARPRINT) Report, Total Army Class Schedule (TACS) Report, Program element reports, Input and load reports, Attrition reports, Class schedule reports, Man-years in training analysis reports, and Mobilization reports.</p>	<p><i>changes made per concurrence of DA records officer ASL 11/2/94</i></p>	

*Copies sent to agency, NNT, NSX, NIA 2/23/95*

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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 350-10a                      Title: Army Training Requirements and Resources Systems (ATRRS) Files                      Privacy Act: A0351DAPE                      Description: Information pertaining to institutional training requirements, programs, and resources required to support the Total Army Individual training courses taught by or for Army personnel. Included are documents, tapes, and disks reflecting information on individual training requirements, resources, reports, similar schools input and course statistics which cannot be filed with the detailed records in the following 350-10 series file numbers.                      Disposition: a. Offices performing Armywide                      Responsibility: Destroy after 2 years.                      b. Other offices: Destroy when no longer needed.</p>		
2	<p>FN: 350-10b                      Title: Individual Training Requirements Files                      Privacy Act: A0351DAPE                      Description: Information pertaining to development, verification, and solicitation of training requirements for the Total Army (military and civilian). Included are documents, tapes and disks reflecting information on intial entry training (IET), special qualifications identifiers (SQI), additional skill identifier (ASI), Noncommissioned Officers Education System (NCOES), officers and enlisted functional or transitional training, professional development, U.S. Military Academy (USMA), USMA Prep School, Officer Candidate School (OCS), Reserve Officers' Training Corps (ROTC), and similar categories.                      Disposition: a. Offices performing Armywide                      Responsibility: (1) Input data - Destroy after 2 years, or when no longer needed, whichever is sooner. (2) Output data - Destroy when no longer needed. (3) System documentation - Destroy when no longer needed. b. Other offices: Destroy all data when no longer needed.</p>		
3	<p>FN: 350-10c                      Title: Individual Training Requirements Background Files</p>		

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4	<p>Privacy Act: A0351DAPE Description: Background information pertaining to development of training requirements for the Total Army (military and civilian). Included are documents, tapes, and disks reflecting information on current authorization documents, Army policies, current manpower inventory, projected gains and losses, availability of resources, and similar information.</p> <p>a. PERSCOM/OCAR/NGB: (1) Input data - Destroy after 2 years, or when no longer needed, whichever is sooner. (2) Output data - Destroy when no longer needed. (3) System documentation - Destroy when no longer needed. b. Other offices: Destroy all data when no longer needed.</p> <p>FN: 350-10d Title: Army Training Requirements and Resources System (ATRRS) Report Files Privacy Act: A0351DAPE Description: Information pertaining to ATRRS reports, including documents, tapes, and disks.</p> <p>a. Army Program for Individual Training (ARPRINT), the Mobilization Army Program for Individual Training (MOB ARPRINT), and the Military Manpower Training Report (MMTR). Also includes file layouts, code books, and other related documentation. Disposition: 1. Offices performing Armywide responsibility: Permanent. Transfer tapes or cartridges, and supporting documentation in accordance with 36 CFR 1228 for the years 1972-1994 immediately to the National Archives. Transfer subsequent reports after the files have been cut off at the close of each fiscal year. 2. Other offices: Destroy after 2 years. b. The Total Army Class Schedule (TACS), program element, formal school catalog courses, input and load, attrition, class schedule, class input and graduate update analysis, personnel, equipment, and facility constraints, man-years in training analysis, Leadership Development Course (PLDC), Basic Noncommissioned Officers' Course (BNCOC), Advanced Noncommissioned Officers' Course (ANCOC), mobilization, and similar reports. Disposition: 1. Offices performing Armywide</p>		

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5	<p>responsibility: Destroy after 2 years. 2. Other offices: Destroy when no longer needed.</p> <p>FN: 350-10e Title: Structure and Manning Decision Review (SMDR) Files Description: Information pertaining to the validation and reconciliation of Total Army training requirements through a structure and manning decision review (SMDR) conference. Included are documents reflecting verification and validation, review participants, coordination, summary sheets, billing documents, reviews by the Council of Colonels (COC) and General Officer Steering Committee (GOSC), delegated authority, and similar records. Disposition: a. Offices performing Armywide responsibility: (1) Input data - Destroy after 2 years, or when no longer needed, whichever is sooner. (2) Output data - Destroy when no longer needed. (3) System documentation - Destroy when no longer needed. b. Other offices: Destroy all data when no longer needed.</p>		
6	<p>FN: 350-10f Title: Training Resource Arbitration Panel (TRAP) Files Description: Information pertaining to the management of changes to the training program. Includes records reflecting participants of the panel, increases, reductions, trades, and execution of training bands, justifications, coordination, billing documents, reviews by the Council of Colonels (COC) and General Officer TRAP, delegated authority, and similar records. Disposition: a. Offices performing Armywide responsibility: (1) Input data - Destroy after 2 years, or when no longer needed, whichever is sooner. (2) Output data - Destroy when no longer needed. (3) System documentation - Destroy when no longer needed. b. Other offices: Destroy all data when no longer needed.</p>		
7	<p>FN: 350-10g Title: Class Schedules</p>		

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7	<p>Privacy Act: A0351DAPE Description: Information pertaining to the development of class schedules for training schools and activities. Included are records reflecting approved schedules, discrepancies, shortfalls, reallocations of seats, approvals, and similar records. Disposition: a. Offices performing Armywide responsibility: Destroy after 2 years. b. Other offices: Destroy when no longer needed.</p>		
8	<p>FN: 350-1h Title: Quota Management System (QMS) Files Privacy Act: A0351DAPE Description: Information pertaining to the management of quotas in the ATRRS. Included are records reflecting approved class schedules, graduate information, reservations, requests, exchanges, no-show rates, vacancies, fair share quotas, cancellations of classes, order or merit lists, and similar records. Disposition: a. Offices performing Armywide responsibility: Destroy after 2 years. b. Other offices: Destroy when no longer needed.</p>		
9	<p>FN: 350-10i Title: Mobilization Planning System (MPS) Files Privacy Act: A0351DAPE Description: Information pertaining to the peacetime planning system for mobilization training. Included are records reflecting trained manpower requirements, surge capacity, student input, course conversions or terminations, new class schedules, training capability and resource constraints, post mobilization training base output requirements, and similar records. Disposition: a. Offices performing Armywide responsibility: Destroy after 2 years. b. Other offices: Destroy when no longer needed.</p>		
10	<p>FN: 350-10j Title: Student Trainee Management System - Enlisted (STRAMS-E) Files Privacy Act: A0351DAPE Description: Information pertaining to the</p>		

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11	<p>management of IET trainees while in training. Included are records reflecting initial personnel and training information, reviews and validations, status changes, training reservations, systemic analyses, and similar records. Disposition: a. Offices performing Armywide responsibility: Destroy after 2 years. b. Other offices: Destroy when no longer needed.</p> <p>FN: 350-10k Title: Training Attrition Management Files Privacy Act: A0351DAPE Description: Information pertaining to the management of attrition rates of students or trainees that do not successfully complete the training. Included are records reflecting input and graduate data, rate adjustments, course attrition, component and gender, historical attrition computations, and similar records. Description: a. Offices performing Armywide responsibility: Destroy after 2 years. b. Other offices: Destroy when no longer needed.</p>		