

# Request for Record Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

To <b>National Archives and Records Administration (NIR)</b> <b>Washington, DC 20408</b>	
1 From (Agency or establishment) <b>Department of the Army</b>	
2 Major Subdivision <b>Office of the Administrative Assistant to the Secretary of the Army</b>	
3 Minor Subdivision <b>Records Management and Declassification Agency</b>	
4 Name of Person with whom to confer <b>Brenda Fletcher</b>	5 Telephone (include area code) <b>703-428-6298</b>

Job Number <b>NI-A4-09-11</b>	
Date Received <b>3/10/09</b>	
<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
Date <b>10/2/09</b>	Archivist of the United States <i>Admiral Thomas</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 2 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 <b>Dominic Baldini, Chief, Records Management Division</b>	Date (mm/dd/yyyy)
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7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
7	<p style="text-align: center;">Web-Based TRADOC Automated Schedules AR 350</p> <p>Background U.S. Army Training and Doctrine Command (TRADOC). Office of the Deputy Chief of Staff for Resource Management (DCS), G-8, formulates, allocates, administers and reviews the utilization of funding and manpower programs to execute TRADOC missions, and serves as principal advisor to the CG, and TRADOC's command and staff on finance, resource and management matters G-8, administers resources supporting 33 schools and centers at 16 Army installations Director of Resource Management (DRM) has overall responsibility for administering the financial management and program coordination functions</p> <p>Finance and Accounting Directorate provide finance and accounting policy interpretation and technical guidance to HQ TRADOC, subordinate installations, and tenant activities that ensures compliance with statutory policy and promotes fiscal stewardship Liaison with DFAS for TRADOC customers</p> <p>The installation commander has the overall responsibility for management and control of appropriated funds The fund allowance system is an informal distribution of funding authority It is not a formal subdivision of funds</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>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>RN: 350-1w  Title: Web-Based TRADOC Automated Schedules Master File  Authority: TBD  PA: TBD</p> <p>Description. The WebTAS system is used by TRADOC staff to control funds, reconciliations and certifications at the installations and activities. The system is used to access funding trails, update the mission and resources database, input to the contract execution database, input required budget schedule information, and view briefings. The system supports two major budget cycles per year</p> <p>Disposition. TE 6.25. The event is the closing of the applicable fiscal year. Keep until event occurs and then until no longer needed for conducting business, then retire to AEA. The AEA will delete the record 6.25 years after the event.</p>		