

# Request for Record Disposition Authority

(See Instru on reverse)

## Leave Blank (NARA Use Only)

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

1 From (Agency or establishment)  
**Department of the Army**

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  
**Brenda Fletcher**

5 Telephone (include area code)  
**703-428-6298**

Number  
**N1-AU-10-37**

Date Received

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date **17 Nov 11** 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 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, 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: *Richard A. Wojewoda*    Title: **Richard A. Wojewoda, Chief, Records Mgmt Division**    Date (mm/dd/yyyy): **03/15/2010**

| 7 Item Number | 8 Description of Item and Proposed Disposition   | 9 GRS or Superseded Job Citation | 10 Action taken (NARA Use Only) |
|---------------|--|----------------------------------|---------------------------------|
| 415           | <p style="text-align: center;">415 - Construction</p> <p>Background Information systems created by organizations having responsibility for administering and managing construction at military installations and facilities</p> <p>RN 415-28a<br/>                     Title Installation Executive Information System (IEIS) Master File<br/>                     Authority TBD<br/>                     PA TBD</p> <p>Description The master file is a consolidation of the Army's real property inventory Information in the system consists of facility ratings and housing data, cost and work management reports, and, real property category codes</p> <p>Information exists in the system dating from 1997</p> <p>Disposition T10 Keep until no longer needed for conducting business, then retire to AEA The AEA will delete when the record is 10 years old</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> |                                  |                                 |