

# Request for Record Disposition Authority

(See Instructions 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**

Job Number  
**N1-44-11-28**

Date Received  
**3/24/11**

**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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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 **3/24/11** Archivist of the United States *[Signature]*

**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 *[Signature]* Title **Richard A. Wojewoda, Chief, Records Mgmt Division** Date (mm/dd/yyyy) **3/24/11**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>600 – Personnel General</b></p> <p>The U.S. Army Human Resources Command (HRC) provides the full spectrum of human resource services to soldiers, veterans, retirees and Army families. HRC manages soldier schooling, promotions, awards, records, transfers, appointments, benefits and retirements.</p> <p><b>Background:</b> The Personnel Records Management System (PRMS) tracks the movement and location of the service member's military personnel record. The military personnel record consists of documents maintained at the unit of assignment for day-to-day personnel actions. This record follows the service member to career assignments, transfers and appointments.</p> <p>PMRS is updated daily with gains, losses, reassignments, and name and status changes. The system shows the date a record was sent to a location and the personnel classification of the soldier at that time.</p> <p>PRMS is used by personnel developers and military personnel service centers to locate the soldier's military records. The system reports the date the soldier's record moved to a new location and the soldier's classification status on the transfer date. Information in PMRS covers officer and enlisted personnel, and warrant officers.</p> <p>PRMS extracts data from the Total Army Personnel Database - Reserve (TAPDB-R). The TAPDB-R system maintains long-term military personnel files on Army Reserve soldiers, veterans, retirees and their families (N1-AU-06-8).</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

Job Number

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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><del>RN 600-8-104</del></p> <p>Title Personnel Records Management System (PRMS) Master File                      Authority TBD                      PA TBD</p> <p>Description Information in the system consists of soldier name and social security number, military personnel actions effecting a status change such as reassignments, name changes, and similar personnel actions, gains and loss information, and casualty reports</p> <p>Disposition T10 Event is after transfer or separation of individual                      Keep until event occurs and then transfer according to AR 600-8-104</p> <p>Note Use record number (RN) 25-1kkk for source input records, RN 25-1mmmm for system documentation and specification files, and RN-1nnnn for backup files, use GRS 20-16 for outputs.</p>		<p><i>Disposition                      change per                      Records                      Officer                      Request.                      See email                      dated on                      7/27/11                      TW</i></p>
	<p><i>* SEE ATTACHED</i></p>		

RN 600-8-104

**Title:** Personnel Records Management System (PRMS) Master File

**Authority** TBD

**PA** TBD

**Description** Information in the system consists of soldier name and social security number, military personnel actions effecting a status change such as reassignments, name changes, and similar personnel actions, gains and loss information, and casualty reports

**Disposition.** KEN, event is when system is obsolete or no longer needed for current business use. Keep until event occurs than delete or destroy

**Note** Use record number (RN) 25-1kkk for source input records, RN 25-1mmm for system documentation and specification files, and RN-1nnn for backup files use GRS 20-16 for outputs