

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER 71-A 6-01-29	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED 7-23-01	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388	DATE 1-15-02	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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** e(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 10 July 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Chief, Records Management Division
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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 GRS OR SUPERSEDED JOB CITATION	10.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	Background. The administrative accounting and control files generated by the North Atlantic Treaty Organization (NATO) under the file numbers listed below are required to be kept for a longer retention period than the non-NATO generated files. Reference USSAN Instruction 1-69, "Implementation of the NATO Security Procedures"(U), AR 380-15. By design, the NATO 10-year dispositions listed below are not event driven as are some of corresponding non-NATO files. FN: 1i1 Title: Office classified document receipts - General Authority: GRS 18, Item 2 Privacy Act: Not applicable Description: Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, identify and dispose of them under file number 1j1. Disposition: Code T2. Keep in CFA until no longer needed for conducting business, then transfer to RHA. Destroy in RHA when the record is 2 years old.	II-NNA-804 NARA approval is not needed	
2	FN: 1i2 Title: Office classified document receipts - NATO Authority: Privacy Act: Not applicable Description: Receipts for NATO classified documents issued or transferred. If the receipts are used concurrently as a register or control file, identify and dispose of them under file number 1j2. Disposition: Code T10. Keep in CFA until no longer needed for conducting business, then retire to RHA. Destroy in RHA when 10		

SH 1/17/02 Copies sent to Agency, NWMD, NWMM, NR

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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)
3	<p>years old.</p> <p>FN: 1j1</p> <p>Title: Office classified document register or controls - General</p> <p>Authority: GRS 18, Item 4</p> <p>Privacy Act: Not applicable</p> <p>Description: Information showing the identity and location of classified documents for which the office is accountable. Included are DA Form 455 (Mail and Document Register) and DA Form 3964 and similar forms used for control.</p> <p>Disposition: Code KE6. Event is after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet, whichever is applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	<p>H NNA-804</p> <p>NARA approval is not needed</p> <p>Code T2.</p> <p>then transfer to RHA. Destroy in RHA when the record is 2 years old.</p>	
4	<p>FN: 1j2</p> <p>Title: Office classified document register or controls - NATO</p> <p>Authority:</p> <p>Privacy Act: Not applicable.</p> <p>Description: Information showing the identity and location of NATO classified documents for which the office is accountable. Included are DA Form 455 (Mail and Document Register) and DA Form 3964 and similar forms used for control.</p> <p>Disposition: Code T10. Keep in CFA until no longer needed for conducting business, then retire to RHA. Destroy in RHA when the record is 10 years old.</p>		<p>agency concurrence 10/12/01 tes</p>
5	<p>FN: 380-5j1</p> <p>Title: TOP SECRET document records - General</p> <p>Authority: GRS 18, Item 5b</p> <p>Privacy Act: A0001DAMI</p> <p>Description: Information used to record the names of persons having had access to TOP SECRET information and copies of extracts distributed.</p> <p>Disposition: Code KE6. Event is when related document is downgraded, transferred, or destroyed, whichever is applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	GRS 18, Item 5b	WITHDRAWN
6	<p>FN: 380-5j2</p> <p>Title: TOP SECRET document records - NATO</p> <p>Authority:</p> <p>Privacy Act:</p> <p>Description: Information used to record the names of persons having had access to NATO TOP SECRET information and copies of extracts distributed.</p> <p>Disposition: Code T10. Keep in CFA until no longer needed for conducting business, then retire to RHA. Destroy in RHA when the record is 10 years old.</p>		

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7	<p>FN: 380-5n1</p> <p>Title: Office nonregistered classified document destruction certificates - General</p> <p>Authority:</p> <p>Privacy Act: Not applicable</p> <p>Description: Forms and other types of information that show the destruction of classified information.</p> <p>Disposition: Code K6. Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. (Current business need is 2 years or earlier when approved by HQDA (DAMI-CIS) WASH DC 20310.)</p>	<p>NC1-AU-79-27</p> <p>WITHDRAWN</p>	
8	<p>FN: 380-5n2</p> <p>Title: Office nonregistered classified document destruction certificates - NATO</p> <p>Authority:</p> <p>Privacy Act: Not applicable.</p> <p>Description: Forms and other types of information that show the destruction of classified information.</p> <p>Disposition: Code T10. Keep in CFA until no longer needed for conducting business, then retire to RHA. Destroy in RHA when record in 10 years old.</p>		
9	<p>Electronic copies created on electronic mail and word processing systems will be destroyed after the recordkeeping copy has been produced.</p> <p>Record Keeping copy: Media Neutral</p> <p>per agency's concurrence</p> <p>tes 11/19/01</p>		