

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 <i>NI-AU-04-10</i>	
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>8/17/2004</i>	
2. MAJOR SUBDIVISION U.S. Army Human Resources 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 U.S. Army Records Management and Declassification Agency			
4. NAME OF PERSON WITH WHOM TO CONFER  Betty S. Burton	5. TELEPHONE  703-428-6417	DATE <i>11/7/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weastan</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 \_\_\_\_\_ (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 <i>3 Aug 04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharetts Sullivan</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p style="text-align: center;"><u>Personnel Identification Instruments</u></p> <p>Background: The DOD provides members of the Uniformed Services with a distinct ID card identifying them as active duty, Guard, Reserve or retired members and authorizes them to receive Uniformed Services benefits. Cards and badges must meet the design criteria listed in Table 19-6, AR 600-8-104 - Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel. Design elements involve size of photograph when used and physical features such as height, DOB, eye color, etc. The cards may portray a unique design or distinctive watermark, special inks or dyes and design features difficult to duplicate.</p> <p>These records were being filed under 600-8-14h under MARKS. To conform to the numbering procedures of the Army ARIMS Program, file numbers with multiple dispositions were modified and each disposition assigned a unique number. File number 600-8-14h was broken into two numbers: 600-8-14h1, which deals with records for the Office with Army-wide responsibility and 600-8-14h2 for other offices. File number 600-8-14h2 uses NC1-AU-78-63 as its authority. However, this authority was disapproved for 600-8-14h1 and no action was subsequently taken by Army to submit a new SF 115. The file number has continued to inaccurately reflect the permanent disposition by the disapproved authority.</p> <p>These records are maintained at HQDA, Personnel Services, The Adjutant General Directorate, Hoffman Building, Alexandria, VA.</p>		

*SA 2/3/06 copies went to Agcy, NARA, NR*

REQUEST FOR RECORDS DISPOSTION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>The following proposed disposition instructions apply to records in all media and formats.</p> <p>FN: 600-8-14h1  Title: Personnel identification instruments - Office with Army-wide responsibility  Authority:  Privacy Act: Not applicable.  Description: Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and related documents.  Disposition: TE10. Event is after supersession or obsolescence. Keep in CFA until event occurs and then until no longer needed for conducting business, then transfer to the RHA/AEA. The RHA/AEA will destroy the record 10 years after the event.</p>		
2	<p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating; whichever is later.</p>		