ARMY RECORDS MANAGEMENT OPERATIONS OFFICE 3. MINOR SUBDIVISION 5. MINOR SUBDIVISION 5. TELEPHONE EXT. 6. P. LESKO 6. SERTIFICATE OF AGENCY REPRESENTATIVE 1. Hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached. A. GAO concurrence: Is is attached; or is unnecessary. B. DATE 6. SIGNATURE OF AGENCY REPRESENTATIVE W. R. BOARDMAN, RM WITH Include Dates or Retention Periods) 1. 332-04 - Civil works cost basic reporting files BACKGROUND: This office, in coordination with the Army Finance & Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance & Fiscal Functional Files System - TAFFs. Together we have identified several areas of recordinging which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide. C O N T I N U E D O N N E X T P A G E	REC	QUEST FOR RECORDS DISPOSITION AUT (See Instructions on reverse)	HORITY	JOB NO.	VE BLANK)J
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STANDADD DIVISION 4. NAME OF PERSON WITHWHOM TO CONFER E. F. LESKO 5. CERTIFICATE OF AGENCY REPRESENTATIVE 1. Hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached; or is unnecessary. B. DATE C. SIGNATURE OF AGENCY REPRESENTATIVE W. R. BOARDMAN, CRM WITH Inclusive Delate or Retentions Periods; D. TITLE RACKGROUND: This office, in coordination with the Army Finance & Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance & Fiscal Functional Files - AR 340-18 - The Army Functional Files System - TAFFS. Together we have identified several areas of recordkeeping which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide. C. O. N. T. N. U. E. D. O. N. N. E. X. T. P. A. G. E. C. O. N. T. N. U. E. D. O. N. N. E. X. T. P. A. G. E. C. O. N. T. N. U. E. D. O. N. N. E. X. T. P. A. G. E.				approved" or "withdra	ıwn" in column 1	If no records
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ITÉM NO. B. DESCRIPTION OF ITEM SUPERSEDED JOB ON B CITATION		W. R. BOARDMAN, CRM		y Records Manag	er	•
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STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

QUES	T FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION	`	PAGE
7, TEM IO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	2 OF 10. ACTIO TAKEN (NARS US ONLY)
	PREVIOUS RETENTION/APPROVAL FILE NO. TITLE AUTHORITY 312-05 - Civil works cost basic reporting filesGRS 7-2	GITATION	ONLI
	PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):		
	37-2-101		
	THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:	·	
	332-04 - Civil works cost basic reporting files		
	Description Cumulative cost data on authorized civil works projects. Included are projects for the improvement of rivers, lakes, harbors, flood control, hydroelectric power production, and other aspects of the conservation, development, and use of natural water resources, consisting of quarterly and other reports submitted to the COE by Engineer divisions and districts.		
	Disposition a. Cost reports for the month of September and consolidated cost statements and studies: Destroy after 10 years. b. Other files: Destroy after 1 year.		
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