


| | | | |
|--|---|---|---|
| REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse) | | LEAVE BLANK (NARA use only) | |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408 | | JOB NUMBER N1-AU-94-1 | |
| 1. FROM (Agency or establishment) Department of the Army | | DATE RECEIVED 9-23-93 | |
| 2. MAJOR SUBDIVISION U.S. Army Information Systems Command | | NOTIFICATION TO AGENCY | |
| 3. MINOR SUBDIVISION DCSOPS (ASOP-M) | | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. | |
| 4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light | 5. TELEPHONE (602) 538-8414 | DATE 3-19-94 | ARCHIVIST OF THE UNITED STATES <i>Cecilia Hunkamp Petersen</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 <u>1</u> 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, | | | |
| <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. | | | |
| DATE 16 SEP 1993 | SIGNATURE OF AGENCY REPRESENTATIVE JAY A. RASCHKE  | | TITLE Ch, Information Requirements Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|---|-----------------------------------|----------------------------------|
| 1 | FN: 600-63 Title: Army health promotion files Authority: To be determined Privacy Act: Not applicable Description: Documents related to activities designed to promote, improve, or protect physical, emotional, or spiritual health. Includes correspondence, flyers, printed material, presentations, briefings, films, tapes, and similar material pertaining to antitobacco, physical conditioning, weight control, nutrition, stress management, alcohol and drug abuse prevention and control, hypertension, suicide prevention, spiritual fitness, and oral health. Disposition: | | |

Copies sent to NCF and Agency @ 3/23/94

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

NI-AU-94-1

PAGE

OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED JOB
CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

a. MACOM Deputy Chief of Staff for Personnel and installation offices responsible for program management: Presentation, briefings, flyers, films, tapes and other publicity printed material: Destroy when superseded, obsolete, or no longer needed for reference.
Other correspondence: Destroy after 2 years.
b. Other offices and TOE units: Destroy after 2 years.