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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See Instructions on reverse) |                                | <b>LEAVE BLANK (NARA use only)</b>  |   |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408    |                                | JOB NUMBER<br>71-AR-00-17   | DATE RECEIVED<br>5-1-2000                             |
| 1. FROM (Agency or establishment)<br>U.S. Army                                    |                                | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>U.S. Total Army Personnel Command                         |                                | 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Records Management Division                               |                                |   |   |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Vicki Yonts                              | 5. TELEPHONE<br>(703) 806-3198 | DATE<br>1-5-01  | ARCHIVIST OF THE UNITED STATES<br><i>John W. Carl</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 \_\_\_\_\_ 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; or  has been requested.

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| DATE<br>20 Apr 00 | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Howard N. Greenhalgh</i><br>Howard N. Greenhalgh | TITLE<br>Director, Records Management Division |
|-------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 2.          | Background: The prescribing regulation for this file number is AR 135-200, 30 Jul 99, Active Duty for Missions, Projects, and Training for Reserve Component Soldiers. These files are required to document action taken on ADSW tour requests and policy exceptions until funds have been disbursed and the Fiscal Year has been closed out. Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.   |                                   |                                  |
| 1           | FN: 135-200a<br>Title: Active Duty for Special Work (ADSW) Files<br>Authority:<br>Privacy Act: A0640-ARPC<br>Description: Program management files for Active Duty for Special Work (ADSW) Program, to include budget and resource management files; ADSW tour request approvals and disapprovals; exception to policy request approvals and disapprovals. <b>TE3.</b><br>Disposition: Code <del>KE6</del> . Event is after funds have been disbursed and the fiscal year has been closed out. Keep in CFA until event occurs and then until no longer needed for conducting business, <del>but not longer than 6 years after the event, then destroy</del> then retire to RHA. The RHA will destroy the record 3 years after the event. |                                   |                                  |

*V. Yonts  
H. Greenhalgh  
11-15-2000*

*Agency NARA NR*