

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-AR-00-18	DATE RECEIVED 5-1-2000
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Program Division		DATE 3-13-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
4. NAME OF PERSON WITH WHOM TO CONFER Kandy Light	5. TELEPHONE (703)806-3556		

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 1 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.

DATE 18 Apr 00	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, 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 GRS OR SUPERSEDED JOB CITATION	10.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>BACKGROUND: The U.S. Army Security Affairs Command has responsibility for maintaining Foreign Military Sales (FMS) case files. These records were formerly included under TAFFS #1419-01. NARA job number NC1-AU-78-110 was determined to be applicable to these records thus giving these records a permanent disposition. NARA Appraisal Archivist Eric Chaskes determined that these records should have a 20-25 year lifespan based upon administrative value to the Army since they do not document formulation of policy but its implementation. These case records are shown in other DoD records retention schedules (DLA and DFAS) as having a 30 year disposition. This submission brings Army's retention period in line with DLA and DFAS guidance and expresses the disposition in redesign language.</p> <p>Approximately 10,000 records, at 1,000 pages each, are currently being maintained by USASAC at New Cumberland, PA. These are active records that average 8-10 years in an active status. USASAC annually retires about 250 boxes of records to the WNRC. USASAC is has converted these documents to an optical digital imagery system and destroyed the paper documents after the conversion, except for DD Form 1513, United States Department of Defense Offer and Acceptance, DD Form 1513-1, United States Department of Defense Amendment to Offer and Acceptance, DD Form 1513-2, United States Department of Defense Notice of Modification of Offer and Acceptance, and classified documents which will be retained in both paper and digitized media. The optical disk images will be converted to a medium acceptable to the National Archives and Records Administration (NARA) at the time of retirement to the servicing FRC.</p>		

Agency, DOWNS, NEWELL, JR

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2.	<p>Electronic copies created on electronic mail and word processing systems will be deleted after the recordkeeping copy has been produced and is no longer needed for reference, updating, revision or dissemination.</p>	NC1-AU-78-110	
1.	<p>FN: 12-8b Title: ILP requirements Privacy Act: Not applicable Description: Information relating to the requirements of foreign countries for materiel and services. Included is information reflecting requirements for individual countries, copies of programs, DOD Offer and Acceptances and amendments, information relating to logistics and fiscal areas pertinent to International Logistics Programs (ILP), and similar information. Disposition: Code TE30. Event is when superseded by a new program, when the case is closed, or when all subsequent actions are completed. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will retire the record to the FRC 10 years after the event. The FRC will destroy the record 30 years after the event.</p> <p><i>NOTE: This disposition only applies to USASAC. Records accumulated by other offices with Army-wide responsibility remain Permanent per NCI-AU-78-110.</i></p>		