

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction 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-AR-02-2</i>	DATE RECEIVED <i>10-17-01</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Brenda S. Bowen	5. TELEPHONE (703) 806-4391	DATE <i>3-8-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision 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 <i>5 Oct 01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>BACKGROUND: The prescribing directive for this record series is AR 420-18, Facilities Engineering Materials, Equipment, and Relocatable Building Management, dated 3 Jan 92. <i>The agency seeks authorization to apply the proposed disposition instructions to any recordkeeping medium.</i></p> <p>FN: 420-18a (formally 420-17f) Title: Facilities engineering stock record accounts Authority: TBD Privacy Act: Not applicable Description: Information kept by a public works director which reflects by item the receipt, storage, maintenance, and disposition of installed property and facilities engineering stock. These files include voucher registers, stock record cards or any equivalent forms, work orders, reports of survey, requisitions on storekeepers, inventory adjustment reports, project turn-in slips, and vouchers supporting postings to stock cards for facilities engineering stock such as shipping information, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey, and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance. Disposition: Code K6: Keep in CFA until no longer needed for conducting business, but not longer than 6 years, then destroy. Code KEB. Event is turn-in of equipment, after proper settlement of responsibility, or consolidation, whichever is applicable. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>		
2.	<p>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.</p> <p><i>cc: Agency, NR, NWMWA</i></p>		<p><i>Change in disposition made w/ concurrence of Army PDC Brenda Bowen.</i></p> <p><i>11/28/01 e-mail TT</i></p>