

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>SAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AZ-02-3</i>	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED <i>11-6-01</i>	
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Sandy McIntosh	5. TELEPHONE (703) 806-3145	DATE <i>8-22-02</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 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 <i>29 Oct 01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Background: A request was received from TRADOC to add a disposition for the environmental pollution abatement files for Installation Environmental Offices. Essentially all installations maintain these files and since they are not the office having Army-wide responsibility, they do not need to keep the files permanently, only long enough to meet state, US Environmental Protection Agency regulatory requirements and/or Resource Conservation and Recovery Act. <i>The agency seeks authorization to apply the proposed disposition instruction to any recordkeeping medium.</i> FN: 200-1a1 Title: Environmental Pollution Abatement files - Office with Army-wide Staff Responsibility Authority: Privacy Act: Description: Information on the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to abate such pollution as may exist. Included are inventories of sources of pollution and annual report describing progress in accomplishing objectives of environmental pollution abatement plans. Disposition: PERMANENT. Code TP. Keep in CFA until no longer needed for conducting business, and then retire to RHA. Transfer the record to National Archives custody when the record is 20 years old.	NCI-AU-85-9	<i>See attached email. 8</i>
2.	FN: 200-1a2 Title: Environmental Pollution Abatement Files - Installation Environmental Offices. Authority: Privacy Act: Description: Abatement files pertaining to the installation only which are		<i>If the recordkeeping copy is electronic, retire to ARIMS* ARIMS will then transfer the record to the National Archives in a format that meets NARA Standards at the time of transfer. Jr 3/26/02</i>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NUMBER

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	<p>maintained on area pollution issues. May also contain documents used to supply input to the inventories or sources of pollution and annual report describing progress in accomplishing objective of environmental pollution abatement plans to the office having Army-wide responsibility.</p> <p>Disposition: Code KE6. Event is when no longer needed to meet state, US Environmental Protection Agency regulatory requirements and/or Resource Conservations and Recovery Act. 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>		
3	<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>		