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| REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i> | | LEAVE BLANK (NARA use only) | |
| | | JOB NUMBER <i>71-AR-02-6</i> | |
| TO National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001 | | DATE RECEIVED <i>11-27-01</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 Division | | DATE <i>3-26-02</i> | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Betty S Burton | 5 TELEPHONE 703-806-4388 | 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 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 <i>7 Nov 01</i> | SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH | TITLE Chief, 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 | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |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 | <p align="center"><u>Notarial Services Files</u></p> <p>Background. AR 27-55 - Notarial Services, sets forth the authority of U.S. Army personnel to administer oaths; to take affidavits, sworn statements, depositions, and acknowledgments; and to provide other notarial services as part of their official duties. The Judge Advocate General is responsible for all policies involving the administering of oaths and the provision of notarial services throughout the Army. The Chief, Legal Assistance Division, Office of The Judge Advocate General, is delegated the authority to grant exceptions to this regulation. The authority of US Army personnel to provide notarial services is based on federal, state, and foreign law. The Judge Advocate General's Office wishes to establish the following file for maintaining notarial requests for exceptions, certifications and designations.</p> <p>FN: 27-55a Title: Notarial requests for exceptions, certifications and designations Authority: Privacy Act: Not applicable. Description: Information related to policy interpretations and issues involving the provision of notarial services, to include exceptions to policy, notarial certifications and memorandums designating individuals granted notarial authority pursuant to AR 27-55 Disposition: Code KE6. Event is expiration of exception, notarial certification or notarial authority, whichever is applicable. Keep in CFA until event occurs and then until no longer needed but not longer than 6 years after the event, then destroy</p> | | <p><i>- Army requests that the disposition apply to all records in this series regardless of media. See email</i></p> <p><i>[Signature]</i> 12/26/01</p> |

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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) |
| 2 | Electronic copies created on electronic mail and word processing systems will be destroyed after the recordkeeping copy has been produced. | | |