

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 11-A7-02-15	DATE RECEIVED 2-28-2002
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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	ARCHIVIST OF THE UNITED STATES
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388	8-22-02	[Signature]

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 22 Feb 02	SIGNATURE OF AGENCY REPRESENTATIVE [Signature] 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 GRS OR SUPERSEDED JOB CITATION	10.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><u>Demilitarization and Trade Security Controls Files</u></p> <p>The following file numbers are being established to support AR 700-144 - Demilitarization and Trade Security Controls, which establishes Army policies and instructions to comply with DOD Manual 4160.21-M-1 - Defense Demilitarization Manual and DOD Directive 2030.8 - Trade Security Controls on DOD Excess and Surplus Personal Property. Demilitarization is the act of destroying the military offensive or defensive advantages inherent in certain types of equipment or materiel. The term includes mutilation, dumping at sea, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and materiel for its originally intended military or lethal purpose regardless of the condition of the item. All Army materiel donated for static display, ceremonial, or historical purposes per section 2572, title 10, U.S. Code is demilitarized per DOD Manual 4160.21-M-1. A demilitarization code is assigned to each item in the supply system. It indicates the degree to which the item must be altered or controlled to prevent its diversion to entities unfriendly to the United States and to prevent unauthorized use of its military capability.</p> <p>Small Arms are hand guns; shoulder-fired weapons; light automatic weapons up to and including 50 caliber machine guns; recoilless rifles up to and including 106mm, mortars up to and including 81mm; rocket launchers, man portable; grenade launchers, rifle and shoulder-fired; and individually-operated weapons which are portable and can be fired without special mounts or firing devices and which have potential use in civilian disturbances and are vulnerable to theft.</p> <p><i>c.c.: Agency, NR, DWMU</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>The proposed disposition instructions apply to records in all media and format.</p> <p>FN: 700-144a Title: Demilitarization Certificates for Small Arms Weapons/Receivers Authority: Privacy Act: N/A Description: Demilitarization certificates certifying small arms weapons/receivers were demilitarized IAW specific instructions within DOD 4160.21-M-1; AR 700-144, Army Demilitarization and Trade Security Controls; and other applicable regulations. Disposition: Code TE7. Event is after destruction of the weapon/receiver or upon completion of any criminal investigation or pending litigation; whichever is later. Keep in CFA until event occurs; then retire to RHA. The RHA will destroy the record 7 years after the event.</p>		
2	<p>FN: 700-144b Title: Demilitarization certificates for excess and surplus personal property Authority: Privacy Act: N/A Description: Demilitarization certificates certifying excess and surplus personal property and foreign excess personal property have been demilitarized IAW specific instructions within DOD 4160.21-M-1; AR 700-144, Army Demilitarization and Trade Security Controls; and other applicable regulations. Note: Use file number 700-144a for demilitarization certificates for small arms weapons/receivers. Disposition: Code T2. Keep in CFA until no longer needed for conducting business; then retire to RHA. The RHA will destroy the record when the record is 2 years old.</p>		
3	<p>FN: 700-144c Title: End user certificates and trade security files Authority: Privacy Act: N/A Description: End user certificates containing statements regarding disposition and use of property that are furnished by the successful bidder/recipient and supporting documents. Disposition: Code TE7. Event is final disposition of property or when Trade Security Control Resident Office has determined that further tracking of applicable material is not required; whichever is later. Keep in CFA until event occurs; then retire to RHA. The RHA will destroy the record 7 years after the event.</p>		
4	<p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later.</p> <p><i>[Amended by R. Ware per K. Hampton, 8-8-2002]</i></p>		