### REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

**TO:** NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1. **FROM** (Agency or establishment)  
U.S. ARMY

2. **MAJOR SUBDIVISION**  
U.S. TOTAL ARMY PERSONNEL COMMAND

3. **MINOR SUBDIVISION**  
RECORDS MANAGEMENT PROGRAM DIVISION

4. **NAME OF PERSON WITH WHOM TO CONFER**  
Brenda S. Bowen

5. **TELEPHONE**  
(703) 806-4391

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#### 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 ___ pages(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,

- [ ] is not required;  
- [ ] is attached; or  
- [X] has been requested.

**DATE**  
5/8/01

**SIGNATURE OF AGENCY REPRESENTATIVE**  
HOWARD N. GREENHALGH

**TITLE**  
DIRECTOR, RECORDS MANAGEMENT PROGRAM DIVISION

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#### 7. **ITEM NO.**

#### 8. **DESCRIPTION OF ITEM AND PROPOSED DISPOSITION**

**BACKGROUND:** The prescribing directive for this record series is AR 420-18, Facilities Engineering Materials, Equipment, and Locatable Building Management, dated 3 Jan 92. The agency seeks authorization to apply the proposed disposition instructions to the recordkeeping medium.

**1.**
- **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.

**2.**

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.

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**115-109**

NSN 7540-00-634-4064

PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)

Prescribed by NARA

36 CFR 1228