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

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 ☐ has been requested.

DATE                      SIGNATURE OF AGENCY REPRESENTATIVE
Nov 01                     HOWARD N. GREENHALGH

TITLE
DIRECTOR, RECORDS MANAGEMENT DIVISION

7. ITEM NO. 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

BACKGROUND: The prescribing directive for this record series is DA Pam 420-6, Directorate of Public Works Resource Management System, dated 15 May 97. Army seeks authorization to apply the proposed disposition instructions to my recordkeeping medium. 1/10/90

FN: 420-6b
Title: Public Works work management/workload
Authority: TBD

Privacy Act: Not applicable
Description: Service orders, job orders, standing operations orders, other types of facilities maintenance and service work documents, and related information kept by the public works activity that is authorized to perform facilities repair, maintenance, minor construction, and operational work. These files include work request and work order forms.

Disposition: Code KE6: Event is completion of work. 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.

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.

115-109

LEAVE BLANK (NARA use only)
JOB NUMBER            DATE RECEIVED
71-92-02-4            11/7/01

NOTIFICATION TO AGENCY
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.

DATE                     ARCHivist of the United States
3-26-02  John W. Carl

9. GRS OR SUPERSEDED JOB CITATION

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228