

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER 71-AZ-02-7	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED 11-27-01	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 806-4264	DATE 8-5-02	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</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 this 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 7 Nov 01	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>BACKGROUND: According to NARA, GRS 1, Item 7b that is currently being used for 215-3d is not appropriate and does not apply to nonappropriated fund (NAF) records. Therefore request approval of 215-3d to schedule record; bring the retention schedule in line with GRS 1, Item 7b; and make it consistent with 690-500a (Master Job Descriptions) which pertains to appropriated fund records for civilian Federal employees.</p> <p>FN: 215-3d Title: NAF Job Descriptions Authority: TBD Privacy Act: Not applicable Description: Information used for analysis, evaluation, or development of specific jobs, and to indicate jobs utilized. Included are master job descriptions, extra copies thereof, job standards, and similar information. Disposition: Code TE2: Event is after position is abolished or description is superseded. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record 2 years after the event.</p>		
2	<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, <u>whichever is later.</u> [Amended by R. Uire per K. Hampton]</p> <p><i>cc. Agency DR NUMW</i></p>		