

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-AU-02-11	
1 FROM (Agency or establishment) U S ARMY		DATE RECEIVED 1-31-2002	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 7-24-02	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 _____ 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 29 JAN 02	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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: This file number (FN) has been revised to include record freezes authorized by the Army that are not currently scheduled under any other FN in the Army recordkeeping system Maintenance of record freezes notices and authorizations are required to justify why records are not being maintained and destroyed in accordance with the Army recordkeeping system Additionally, during a review conducted of the Army recordkeeping system it was noted that authority number NN-166-204 had been assigned to FN in error The disposition instructions apply to records regardless of media in which produced</p> <p>FN: 25-400-2d Title: Records Disposition Standard Exceptions and Freezes Authority: TBD Privacy Act: Not applicable Description: Information reflecting exception to records disposition standards authorized by responsible records management officials and record freezes authorized by the Army Included are requests, approvals, and related information. Disposition: CodeTE6: Event is on expiration of exception or lifting of freeze, whichever is applicable. 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 6 years after the event</p>	NN-166-204	
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		