

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See instructions 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 Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Betty S. Burton

5. TELEPHONE  
703-806-4388

LEAVE BLANK (NARA use only)

JOB NUMBER  
71-AU-02-16

DATE RECEIVED  
2-19-2002

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
8-5-02

ARCHIVIST OF THE UNITED STATES  
*John W. Paul*

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 <sup>this page and</sup> 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  
12/14/02

SIGNATURE OF AGENCY REPRESENTATIVE  
*Howard N. Greenhalgh*

TITLE  
Director, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>Facility Engineering Files</u></p> <p>Background: The following file numbers are being modified or established at the request of the Office of the Assistant Chief of Staff for Installation Management. These records are prescribed by AR 420-49 - Facilities Engineering Reports, and are accumulated in offices on Army installations responsible for preparing facility engineering reports dealing with real property maintenance activities. The proposed disposition instructions apply to all media and format.</p> <p>FN: 420-49b Title: Utilities operating manuals and logs Authority: Privacy Act: Not applicable. Description: Operating manuals and logbooks accumulated at installations relating to operation of plants and systems. Disposition: KE6. Event is on final disposition of related utility. Keep on the premises with related equipment and machinery until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event; then destroy. These manuals and logbooks will be transferred if related equipment and machinery is transferred.</p>	NN-166-204	
2	<p>FN: 420-49c Title: Utilities Reports Authority: Privacy Act: N/A</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)
3	<p>Description: Information accumulated at installations relating to operation and maintenance of plants and systems. Included are service reports, test reports, service economy reports, reports of consumption, laboratory test reports and other routine or recurring documents.</p> <p>Disposition: KE6. Event is when no longer needed to meet state or Federal regulatory requirements. 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.</p> <p>FN: 420-49d            Title: Solid waste, water and wastewater records            Authority:            Privacy Act: N/A            Description:            a. Information accumulated at installations on solid waste activities. Includes data on refuse weight (DA 3916), quantities of refuse collected and disposed of (DA 3917), quantities of material recycled (DA 2788-R) and proceeds from sales.            b. Information accumulated at installations on water and wastewater records. Includes operating logs for water-general (DA 4141), water-supplementary (DA 4374), sewage-general (DA 4247) and sewage-supplementary (DA 4178).            Disposition: KE6. Event is when no longer needed to meet state or Federal regulatory requirements. 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.</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. Were per K. Hampton]</i></p>		