

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>71-AU-02-17</i>	
1 FROM (Agency or establishment) U.S. Army		DATE RECEIVED <i>2-19-2002</i>	
2 MAJOR SUBDIVISION U.S. Total Army Personnel Command		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Betty S. Burton	5 TELEPHONE 703-806-4388	DATE <i>8-22-02</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 ^{two pages and} 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 <i>12 Feb 02</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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><u>Certifying/Accountable Officials Appointments</u></p> <p>Background. DOD Directive 7000.15, 8 Jul 98, DOD Accountable Officials and Certifying Officers, directs the appointment of certifying officers to authorize federal payments. Certifying officers are accountable to ensure payments are legal, proper and correct by their certification on vouchers prior to payment by a disbursing official. They are pecuniarily liable for payments they certify. Certifying officials may rely upon information supplied by a duly appointed accountable official. Certifying/accountable officials are appointed by a memorandum which they must acknowledge and return to the appointing official. The following proposed file is being established to maintain these memorandums and related documents. The proposed disposition instructions apply to records in all media and format.</p> <p>FN: 37aa Title: Certifying/accountable officials appointments Auth: PA: Description: Memorandums appointing certifying and accountable officials (receiving officials, cardholders). Includes acknowledgment of appointment and copy of completed DD Forms 577, if applicable Disposition: KE6. Event is rescission or termination of appointment. 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><i>cc: Agency, DR, NWMW</i></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)
2	<p>Version of all records on this schedule that are applications electronic ^{electronic} copies created on mail and word processing systems will be destroyed after the recordkeeping copy has been produced. deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later. [Amended by R. Weire per K. Hampton, 8-8-2002]</p>		