

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (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 N1-A2-03-8	DATE RECEIVED 3-21-2003
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division		DATE 7-11-03	ARCHIVIST OF THE UNITED STATES <i>Andrew Carl</i>
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388		

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 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 13 MAR 03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p><u>Enlisted Selection Board Reporting Files</u></p> <p>BACKGROUND. Current retention periods for the "Other offices and TOE units" for the Enlisted Selection Board Reporting Files (600-8-19b) is not adequate. It has been determined over a period of four years of working exceptions to policy that many soldiers PCS from the station where they were boarded and somehow the board proceedings were removed from the promotion packet or the promotion packet was lost. With a two-year disposition on the board proceedings, if the soldier was not promoted within the two years and changed stations with no board proceedings or packet, there would be nothing at the unit to reconstruct the packet. It has also been determined that a majority of soldiers are promoted within five years of being boarded; therefore, retaining the board proceedings for five years would allow soldiers to reconstruct their promotion packet using the original board proceedings.</p> <p>Since this action will create a multiple disposition for the file number, the numbering scheme for 600-8-19b and title will be changed as indicated below to conform to numbering procedures of the Army ARIMS program.</p> <p>The proposed dispositions instruction apply to records in all media and formats.</p> <p>File number 600-8-19b - Enlisted selection board reporting files, for disposition "a", will be changed to "600-8-19b1 - Enlisted selection board reporting files - Office having Army-wide responsibility, and 600-8-19b2 will be established as follows: <i>cc Agency, NR, MUMU</i></p>		

REQUEST FOR RECORDS DISPOSTION 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)
1	<p>FN: 600-8-19b2  Title: Enlisted selection board reporting files - Other office and TOE units  Authority:  Privacy Act: A0600-8-104bTAPC  Description: Documents relating to consideration and selection of enlisted personnel for promotion, reduction, removal from promotion lists, and elimination. Included are selection lists, board proceedings, appointments of board members, voting results, and similar or related documents.  Disposition: K6. Keep in CFA until no longer needed for conducting business (business process requires a 5-year retention), but not longer than 6 years, then destroy.</p>	NC1-AU-78-63 (Other offices)	
2	<p>FN: 600-8-19f  Title: Promotion Packets  Authority:  Privacy Act: A0600-8-104bTAPC  Description: Documents that make up the enlisted personnel promotion packet to include DA Form 3355 - Promotion Point Worksheet, approved report of promotion board proceedings, latest two DA 3355 used for recomputation or reevaluation, AAC-C10 report, document that allows the soldier's promotion score to be adjusted, document used to confirm promotion points, and other related documents.  Disposition: K6. Keep in CFA until no longer needed for conducting business (business process requires a 5-year retention), but not longer than 6 years, then destroy.</p>		
3	<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>		