

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-AZ-04-4	DATE RECEIVED 3-22-2004
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Army Human Resources 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Army Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE (703) 428-6417	DATE 9/30/04	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 3-15-04	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharettis-Sullivan</i> JOHN A. SHARETTIS-SULLIVAN	TITLE Chief, 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 GRS OR SUPERSEDED JOB CITATION	10.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>Chemical Agents and Munitions Training Attendance Records</p> <p>BACKGROUND: The prescribing directive for this record series is AR 385-61, The Army Chemical Agency Safety Program. This regulation requires all personnel who work with or have an association with chemical agents and munitions, or have a potential for exposure (for example, maintenance workers, clerical, fire fighters, security) to be trained prior to being assigned to chemical areas. Refresher training is required at least annually. The AR requires the training records be kept for duration of employment plus 3 years.</p> <p>The proposed disposition instructions on this SF 115 apply to records in all media and formats.</p> <p>FN: 385-61a Title: Chemical Agents and Munitions Training Attendance Records Authority: Privacy Act: TBD Description: Information documenting initial and refresher chemical agent and munitions training for all personnel who work with or have an association with chemical agents and munitions or have a potential for exposure. Disposition: KE3. Event is duration of employment. Keep in CFA until event occurs, destroy 3 years after the event.</p>	<p>Withdrawn 9/30/2004</p>	
2	<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>		