

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
US Army

2. MAJOR SUBDIVISION
US Human Resources Command

3. MINOR SUBDIVISION
US Army Records Management and Declassification Agency

4. NAME OF PERSON WITH WHOM TO CONFER
Ms. Pam Carcirieri

5. TELEPHONE
(703) 428-6412

LEAVE BLANK (NARA use only)

JOB NUMBER
NFAU-05-2

DATE RECEIVED
4/11/05

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
10/11/05

ARCHIVIST OF THE UNITED STATES
[Signature]

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 _____ 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JOHN J. SHARRETT 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 GRS OR SUPERSEDED JOB CITATION	10.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>BACKGROUND AND ADDITIONAL INFORMATION: Management of an effective aviation safety program requires technical skills acquired only through qualification training and continuing education. Army Regulation 385-95, Army Aviation Accident Prevention, establishes policy for the use of certain processes in the management of unit-level safety programs. Specifically, paragraph 3-5, directs that Commanders conduct safety training meetings at least monthly for active component and full-time reserve component units/facilities and quarterly for all others. In this connection, request the establishment of Record Number (RN) indicated below.</p> <p>The proposed disposition instructions on this SF 115 apply to records in all media and formats.</p> <p>RN: 385-95d Record Title: Safety Training Meetings Privacy Act: Not Applicable Record Description: Documents pertaining to safety education, awards and safety information shared. Safety Training Meetings are conducted monthly or quarterly as required by AR 385-95. Disposition: KE1. Event is after one year or no longer needed for reference; whichever is sooner. Keep in the current files area (CFA) until event occurs, then destroy.</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 record keeping copy is generated or when no longer needed for reference or updating, whichever is later.</p> <p><i>CP Agency DR DUMW</i></p>		