REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instruction on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NRA)
8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001

1 FROM (Agency or establishment)

U.S. ARMY

2 MAJOR SUBDIVISION
OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE ARMY

3 MINOR SUBDIVISION
RECORDS MANAGEMENT PROGRAM DIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
MRS. VERMELL M. MATHIS

5 TELEPHONE
(703) 428-6418

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 _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required, is attached, or has been requested

DATE
6 SEP 2005

SIGNATURE OF AGENCY REPRESENTATIVE
JOHN A. SHARP, DEPUTY

TITLE
CHIEF, RECORDS MANAGEMENT DIVISION

7 ITEM NO

8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

BACKGROUND: The prescribing directive Army Regulation (AR) 710-2, Supply Policy Below the National Level, page 25, subparagraph 2-5r, mandates a 6-year disposition that is inconsistent with the 2-year disposition listed in the Army Records Information Management System (ARIMS) Records Retention Schedule-Army (RRS-A). The proponent, Deputy Chief of Staff for Logistics (G4), has confirmed that 6 years is the appropriate disposition for record number (RN) 710-2a below, and that a change be made to reflect this in reference to superseded NARA job citations/authorities, N1-AU-00-14 that is listed in ARIMS RRS-A for RN 710-2a is incorrect because it was withdrawn from the corresponding SF 115 dated 3 Jul 01. Additionally, the former recordkeeping system, the Modern Army Recordkeeping System (MARKS), shows that NARA job citation/authority II-NN-1002 was assigned to RN 710-2a, however, our records do not show an SF 115 to support this. The disposition instructions apply to records in all media and format

1 RN: 710-2a
Title: Property Book and Supporting Documents
Authority: TBD
Privacy Act: Not applicable
Description: Documents reflecting description, receipt, and turn-in of property for which the property book officer is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports; and other documents supporting entries to the property book (CONTINUED ON NEXT PAGE)

115-109
NSN 7540-00-634-4064

STANDARD FORM 115 (REV 3-91)
Precribed by NARA
36 CFR 1228

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<table>
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<tr>
<th>Item No</th>
<th>Description of Item and Proposed Disposition</th>
<th>GRS or Superseded Job Citation</th>
<th>Action Taken (NARA Use Only)</th>
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| Disposition: Code KE6  Event is when property is turned in or destroyed  Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA  The RHA/AEA will destroy the record 6 years after the event  NOTE  a Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file  b Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions  c Exception DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years)  
2  The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the recordkeeping copy is generated or when no longer needed for reference or updating, whichever is later. | | |

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PREVIOUS EDITION NOT USABLE

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