

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction 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-AR-06-9</i>	DATE RECEIVED <i>3.14.2006</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Administrative Assistant to the Secretary of the Army		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 US Army Records Management and Declassification Agency			
4. NAME OF PERSON WITH WHOM TO CONFER Shirley Kinson-Jones	5. TELEPHONE (703) 428-6411	DATE <i>1/31/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Weinstein</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 _____ 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 <i>09 MAR 2006</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharett's Sullivan</i>	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 GRS OR SUPERSEDED JOB CITATION	10.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 style="text-align: center;">Leave Control Logs</p> <p>Background: The disposition stated for these records is incorrect. The General Records Schedule (GRS) authorizing disposition of these records was incorrectly applied to the files during transition from MARKS to ARIMS. The disposition is for civilian leave records. Previously the disposition for these files was listed in MARKS as 6 months for the organization copy of the form, however, these files have never been formally appraised.</p> <p>The proposed disposition instructions for the following apply to records in all media and formats.</p> <p>FN: 600-8-10a Title: Leave of Absence Files Authority: TBD PA: A0001bAHRC Description: Copies of DA Form 31 used in requesting and granting leave for military personnel. Disposition: K.50. Keep in CFA until record is 6 months old, then destroy. Note: Original copies of the DA Form 31 are forwarded to the finance office via the unit transmittal memorandum.</p>		
2	<p>FN: 600-8-10b Title: Leave control logs Authority: TBD</p> <p><i>cc Agency NR NARA NARA</i></p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>PA: A0001bAHRC Description: DA Form 4179-R, used to control absences from unit or activity, containing name, grade, SSN of individual authorized for absence; control number; date of departure and return; length of absence; and similar information. Included are logs and similar documents. Disposition: K1. Keep in CFA until record is 1 year old, then destroy.</p> <p>FN: 600-8-10c Title: Enlisted personnel passes records Authotrity: TBD PA: A0001bAHRC Description: Documents authorizing enlisted personnel to be absent on other than leave. Disposition: KEN. Event is the return of the individual from pass. 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>		
4	<p>Extra copies of records on this schedule, including those 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>	<p><i>CORS 20</i></p>	<p><i>11/17/2006</i></p>