

REQUEST FOR RECORDS DISPOSITION AUTHORITY (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 71-AR-06-2	DATE RECEIVED 12-22-2005
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Records Management Division		DATE 3/8/07	ARCHIVIST OF THE UNITED STATES <i>John W. ...</i>
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-719-6793		

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 15 DEC 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Shafer-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 GRS OR SUPERSEDED JOB CITATION	10.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>Memoranda of Reprimand</p> <p>AR 600-37 - Unfavorable Information, ensures that the best interests of both the Army and the Soldiers are served by authorizing unfavorable information be placed in and, when appropriate, removed from official personnel files. Memoranda of reprimands are covered by this Army regulation. The Office of the Staff Judge Advocate of the General Court-Martial Convening Authority, maintain copies of reprimands to provide a record of action by the Commanding General, to use as documentation of "other disciplinary action" in enlisted and officer administrative separations, to answer congressional inquiries, and for statistical purposes. AR 600-37 requires these copies be filed for a period not to exceed 3 years or until reassignment of the recipient to another general court-martial jurisdiction, whichever is sooner.</p> <p>The proposed disposition instructions for the following new record number applies to records in all media and formats.</p> <p>FN: 600-37b Title: Memoranda of reprimand Authority: TBD PA: TBD Description: Nonpunitive administrative memoranda or letters of reprimand, admonition, and/or censure imposed, filed locally. May include allied documents (i.e., statements and evidence, or facsimiles) if specifically referenced in the letter or referral document.</p> <p><i>MPLT copies only! Per conversation with Ro 1/18/2006. SW</i></p>		

SA 3/7/07 Copies sent to Agency, NARA, NARA, NARA

REQUEST FOR RECORDS DISPOSITION 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)
2	Disposition: KEN. Event is length of time specified in letter - not to exceed three years or until reassignment of the recipient to another general court-martial jurisdiction, whichever is sooner. Keep in CFA until event occurs, then destroy. 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.	GRS 20	4/18/2006 SM