

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>NI-AZ-06-10</i>	DATE RECEIVED <i>2-28-2006</i>
1. FROM (Agency or establishment) U.S. ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 & DECLASSIFICATION AGENCY		DATE <i>5/2/07</i>	
4. NAME OF PERSON WITH WHOM TO CONFER VERMELL M. MATHIS, (703) 428-6418 SHIRLEY KINSON-JONES, (703) 428-6411	5. TELEPHONE	ARCHIVIST OF THE UNITED STATES <i>Alfred [unclear]</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 _____ page(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 03 FEB 2006	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. 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 GRS OR SUPERSEDED JOB CITATION	10.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>BACKGROUND: The disposition listed in the Army Records Information Management System (ARIMS), Records Retention Schedule-Army (RRS-A), for record number (RN) 215-1c, Risk Management Files, indicates that the records are unscheduled. And there is no documentation in our files to show that an SF 115 has been prepared and submitted to your agency for approval. The proponent, US Army Community and Family Support Center, has confirmed that these administrative records are still required to administer the management of the program. RN 215-1c are considered "administrative" and not "program" files that can be filed under RNs 1-1g1, 1-1p, 1-1r, 15-1b, 15-1h1, 27-20 Series, and 37-47a1. <i>Army requests that the disposition instructions apply to all records in this series regardless of media or format</i></p> <p>RN: 215-1c Title: Risk Management Files Authority: TBD Privacy Act: NA Description: Documents relating to the administration of the risk management program (AR 215-1) for NAF instrumentalities. Included are letters; DA Forms 4316-R and 4316-R-1; DOL Forms LS-1, LS-202, and LS-210; and other documents relating to the administration of the program as it pertains to financial requirements, property claims and losses, claims under the tort program, property insurance, insurance of cargo shipments, workers compensation program, and similar information. Disposition: Code KE3: Event is when claim case is closed. Keep in CFA until event occurs, then destroy 3 years after the event.</p>		<p><i>Per P.O. instruction 1/30/2007 [Signature]</i></p>

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	<p>BACKGROUND: The following record numbers (RNs) currently listed in ARIMS, RRS-A are considered unscheduled. During a review conducted of the Modern Army Recordkeeping System (former Army recordkeeping system), it was noted that authority number NN-166-204 had been assigned to these RNs in error. As a result, the RNs have no valid authority and are being submitted for approval. The prescribing directive is AR 215-1 (Morale, Welfare, and Recreation Activities and Nonappropriated Fund (NAF) instrumentalities) dated 15 Aug 05.</p>		
2	<p>RN: 215-1j Title: NAF Loss of Assets Authority: TBD Privacy Act: A0027-20bDAJA Description: Case files on investigating, reporting, and restituting loss of NAFI assets. Included are investigations, reports, correspondence, notifications, documentation of collections, appeals, and similar information. Disposition: Code TE10: Event is after final action on the case. 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 10 years after the event.</p>	NN-166-204	1/30/2007 SM
3	<p>RN: 215-1k Title: NAF Hand Receipts Authority: TBD Privacy Act: A0210-2bDALO Description: Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings and supporting documentation. Disposition: Code KEN: Event is on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. 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>	NN-166-204	1/30/2007 SM
4	<p>RN: 215-1ff Title: Entertainment Scholarships and Awards Authority: TBD Privacy Act: A0215CFCS Description: Documents related to applying for scholarships and awards offered by schools and professional companies of the performing arts. These documents are maintained by Headquarters, Department of the Army. Included are applications and related papers. Disposition: Code T3: Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 3 years old.</p>	NN-166-204	1/30/2007 SM

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5	<p>RN: 215-1w Title: NAF Utility Service Agreements Authority: TBD Privacy Act: NA Description: Documents pertaining to utilities services furnished NAF activities. Included are agreements, modifications, Military Interdepartmental Purchase Request (MIPR), and related documents. Disposition: Code TE2: Event is after termination of the agreement. 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 2 years after the event.</p>	NN-166-204	1/30/2007 <i>sw</i>
6	<p>RN: 215-1x1 Title: NAF Vehicle Registrations - Army Central Insurance Fund (proof of ownership documents) Authority: TBD Privacy Act: NA Description: Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 215-1. DA Form 4722 when applicable. Disposition: Code KEN: Event is on final disposition of vehicle. 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>	NN-166-204	1/30/2007 <i>sw</i>
7	<p>RN: 215-1x2 Title: NAF vehicle registrations -Other Documents than proof of ownership Authority: TBD Privacy Act: NA Description: Documents relating to the registration of NAF vehicles. Included are applications for NAF vehicle registration, bills of sale or other proof of ownership documents, vehicle registration forms, and related documents. Registration forms will be forwarded in accordance with AR 215-1. DA Form 4722 when applicable. Disposition: Code KEN: Event is upon new registration, or on final disposition of vehicle, as applicable. 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. or for executing by other means</p>	NN-166-204	1/30/2007 <i>sw</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
8	<p>RN: 215-1z1 Title: NAF minor and troop construction projects - Office responsible for awarding contract or for executing by other means Authority: TBD Privacy Act: NA Description: Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information. DA Form 5567 when applicable. Disposition: Code TE10: Event is after completion of the project. 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 10 years after the even. Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.</p>	NN-166-204	1/30/2007 <i>SW</i>
9	<p>RN: 215-1z2 Title: NAF minor and troop construction projects - Offices other than Office responsible for awarding contract or for executing by other means Authority: TBD Privacy Act: NA Description: Documents on minor construction projects and those accomplished by troop units in overseas areas. Included are approvals, authorizations, justifications, tests, geological investigations, cement and concrete reports, foundation reports, logbooks, field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, "as-built" and shop drawings, progress photographs, inspection, progress, and completion reports, and similar information. Disposition: Code KE2: Event is after completion of the project. Keep in CFA until event occurs, then destroy 2 years after the event. Note: "As-built" drawings, including original tracings and standard drawings reflecting "as-built" conditions, site plans, analyses of design, reservation or similar maps, final approved shop drawings, copies of construction contracts, and specifications will be kept by or transferred to the using service on completion of the project.</p>	NN-166-204	1/30/2007 <i>SW</i>