

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-AU-07-15</i>	DATE RECEIVED <i>8/30/07</i>
1 FROM (Agency or establishment) US 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
4 NAME OF PERSON WITH WHOM TO CONFER SHIRLEY KINSON-JONES	5 TELEPHONE (703) 428-6411	DATE <i>10/13/02</i>	ARCHIVIST OF THE UNITED STATES <i>Walter L. ...</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>27 AUG 07</i>	SIGNATURE OF AGENCY REPRESENTATIVE KENNETH C HANSEN <i>Kenneth C Hansen</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>Policies and Procedures for Property Accountability</p> <p>Background The prescribing directive is AR 735-5, Policies and Procedures for Property Accountability During a review of the Army recordkeeping system it was noted that authority number NN-166-204 was assigned to these records in error As a result the record numbers have not been appraised</p> <p>The disposition instructions apply to records in all media and format</p> <p>RN 735-5e Title Property accountability transfers Authority TBD PA TBD Description Documents attesting to the transfer of property accountability from one accountable officer to another Included are certificates of transfer, inventory lists and related documents Disposition K2 Keep in CFA until record is 2 years old. then destroy</p>	NN-166-204	<i>not applicable</i> <i>9/6/07</i> <i>[Signature]</i>

LC 1/8/08 copies sent to agency, NWMW, & NR

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>RN 735-5i Title Property account waivers Authority TBD Privacy Act NA Description Documents relating to waivers of military property accounting requirements under the provision of AR 735-5 Included are requests for waiver, reports of circumstances or conditons, coordination papers, approvals, disapprovals, similar documents, and related papers Disposition T10 Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA The RHA /AEA will destroy record when the record is 10 years old</p>	NN-166-204	
3	<p>RN 735-5k1 Title Memorandum receipt jackets - Individual memorandum receipts and related papers Authority TBD Privacy Act NA Description Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts, consisting of property issues slips, property turn-in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts Disposition KEN Event is upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years afte the event, then destroy</p>	NN-166-204	
4	<p>RN 735-5k2 Title Memorandum receipt jackets - Consolidated memorandum receipts and related papers Authority TBD Privacy Act NA Description Documents that may be accumulated by responsible officers, which reflect station or installation property held on memorandum receipts consisting of property issues slips, property turn-in slips, individual and consolidated memorandum receipts, and related papers filed with memorandum receipts Disposition KEN Event is upon inclusion in a consolidated memorandum receipt or upon turn-in of the property issued or other satisfactory and complete accounting of responsibility Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years afte the event, then destroy</p>	NN-166-204	<p><i>Changed per Shirley K Jones request. See email. 10/12/07</i></p>