

# Request for Records Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

Job Number  
**NI-AY-09-10**  
Date Received  
**3/10/09**

1 From (Agency or establishment)

**U.S. Army**

2 Major Subdivision

**Office of the Admin Asst to the Sec of the Army**

3 Minor Subdivision

**U.S. Army Records Mgt & Declass Agency**

**Notification to Agency**  
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

4 Name of Person with whom to confer

**Lois A. Holden**

5 Telephone (include area code)

**703-428-6393**

Date \_\_\_\_\_ Archivist of the United States

**27 Jul 2010** *[Signature]*

## 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 \_\_\_\_\_ **3** 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       has been requested

Signature of Agency Representative

*Domini A. Balducci*

Title

**CHIEF, RECORDS MANAGEMENT DIVISION**

Date (mm/dd/yyyy)

**27 FEB 2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p align="center"><b>Total Army Sponsorship Program AR-600-8-8</b></p> <p><b>BACKGROUND:</b> These records relate to matters of the Total Army Sponsorship Program for the active Army, the Army National Guard/of the United States, the U.S. Army Reserve and Civilian employees whose assignment to a position within the Department of the Army requires a permanent change of station move.</p> <p>The proposed disposition instructions applies to records in all media and formats.</p> <p>(See Atch Request for Records Disposition Authority - Continuation Sheets)</p>		

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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>RN 600-8-8                      Title: General Total Army Sponsorship Program files                      Authority: TBD                      PA: NA                      Description Routine comments on regulations, directives, or other publications submitted to office with chief responsibility, routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record, informal reports with related information; general recommendations and suggestions with all types of transmittals, information received requiring no action, cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature.                      Disposition: KEN. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents, whichever applies. 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>		
2	<p>RN. 600-8-8a                      Title: Total Army Sponsorship Program files – Office having Army-wide responsibility                      Authority: TBD                      PA: NA                      Description. Information accumulated at the proponent/MACOM level exercising command oversight of the sponsorship program. Included is information on program requirements, policies, procedures, survey and inspection reports, appointment letters, and similar information                      Disposition: T10. Keep in CFA until NLN for conducting business, then retire to RHA/AEA The RHA/AEA will destroy when record is 10 years old.</p>		

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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)
3	<p>RN 600-8-8b                      Title: Total Army Sponsorship Program files – Offices other than office with Army-wide responsibility                      Authority. TBD                      PA: NA                      Description: Information accumulated in coordinating and managing program operations from unit to installation level. Included is information relating to program implementation, establishing administrative controls appointment letters and similar information.                      Disposition: KN Keep in CFA until NLN for operations, but not longer than 6 years, then destroy.</p>		
4	<p>RN: 600-8-8c                      Title: Total Army Sponsorship Program evaluation files                      Authority. TBD                      PA NA                      Description: Information accumulated at installation level regarding surveys, inspections reports, field visits, summaries of issues and trends, copies of reports and similar information                      Disposition KEN Event is completion of next comparable report. 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>		