

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NI-AU-86-1*

DATE RECEIVED

*10-1-85*

TO: **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

**DEPARTMENT OF THE ARMY**

2. MAJOR SUBDIVISION

**Office of The Adjutant General**

3. MINOR SUBDIVISION

**Records Management Division**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

**John G. Vos**

5. TELEPHONE EXT.

**325-0440**

DATE

*1-15-86*

ARCHIVIST OF THE UNITED STATES

*Frank A. Bunker*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE

*25 Sep 85*

C. SIGNATURE OF AGENCY REPRESENTATIVE

*WR Boardman, CRM*

D. TITLE

**W. R. BOARDMAN, CRM**  
**Army Records Manager**

7. ITEM NO.

1.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

Change disposition of an existing record series:

File Number: 717-06, App. H, AR 340-18 (TAFFS)  
600-200e, AR 340-ZZ (MARKS)

Title: Enlisted Promotion Files

Description: Information related to considering enlisted personnel for promotion other than promotion board actions. Included are promotion/advancement rosters (AAC-COI Report), computations for E4 and below advancements, approved or disapproved requests, promotion or advancement instruments, and similar or related information.

Disposition: Destroy after 1 year.

Background: The disposition for this record series currently reads, "Destroy on promotion of individual; forward with Military Personnel Records Jacket on change of MPRJ custodian." In consultation with the proponent of this function, we have determined that the description shown above more accurately describes the information involved, and the proposed new retention (Destroy after 1 year) better suits the needs of the Army for reference purposes.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

*#86-1*