

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-A4-86-15	DATE RECEIVED 2/4/86
1. FROM (Agency or establishment) DEPARTMENT OF THE ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION ARMY RECORDS MANAGEMENT OPERATIONS OFFICE		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION STANDARDS DIVISION		DATE 5-21-86	ARCHIVIST OF THE UNITED STATES James H. Bandy
4. NAME OF PERSON WITH WHOM TO CONFER E. F. LESKO <i>EFL</i>	5. TELEPHONE EXT. 325-6044		
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 2 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 14 Jan 86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman CRM</i> W. R. BOARDMAN, CRM	D. TITLE Army Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p><u>323-13 - Adjustment documents</u></p> <p>BACKGROUND: This office, in coordination with the Army Finance & Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance & Fiscal Functional Files - AR 340-18 - The Army Functional Files System - TAFSS. Together we have identified several areas of recordkeeping which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide.</p> <p>-----</p> <p>CONTINUED ON NEXT PAGE</p>		

#86-15

1 ITEM

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION			JOB NO.	PAGE 2 OF 2					
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	<table border="1"> <thead> <tr> <th>PREVIOUS FILE NO.</th> <th>TITLE</th> <th>RETENTION/APPROVAL AUTHORITY</th> </tr> </thead> <tbody> <tr> <td>305-03</td> <td>- Substantiating document files</td> <td>GRS 2-4b(1) & GRS 2-15b</td> </tr> </tbody> </table>	PREVIOUS FILE NO.	TITLE	RETENTION/APPROVAL AUTHORITY	305-03	- Substantiating document files	GRS 2-4b(1) & GRS 2-15b		NONE
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305-03	- Substantiating document files	GRS 2-4b(1) & GRS 2-15b							
	<p>PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):</p> <p>1. 37-104-3r 2. 37-104-10e</p>								
	<p>THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:</p> <p>323-13 - Adjustment documents</p> <p><u>Description</u> Information reflecting a credit or debit entry on military pay records.</p> <p><u>Disposition</u> Destroy 1 year after close of pay record to which they pertain.</p>								