

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-AU-86-4	DATE RECEIVED 10-2-85
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of the Adjutant General		In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Mr. Bert Haggett	5 TELEPHONE EXT 325-6044	DATE 12-27-85	ARCHIVIST OF THE UNITED STATES <i>Francis A. Bunde</i>
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 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, 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 26 Sep 85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman CRM</i> WENDELL R. BOARDMAN, CRM	D TITLE Army Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>BACKGROUND:</u> The Army has a requirement to establish a new subfunctional category and file numbers in order to manage the records created by the Army's Organizational Effectiveness Program. (AR 5-15, 1 Feb. 1982.)</p> <p>Request approval of the following disposition standards:</p> <p>ORGANIZATIONAL EFFECTIVENESS (OE) FILES. (SUBFUNCTIONAL CATEGORY 242, AR 340-18.) These files relate to the operation of Organizational Effectiveness Offices throughout the Army. They provide the means by which trends in OE can be determined, OE program effectiveness can be evaluated, and through which OE program management, resource requirements, and related OE efforts can be built.</p> <p>NOTE: For guidance concerning the confidentiality and anonymity of information contained in these records, and the release thereof, see AR 5-15.</p> <p>FN 242-01. OE Program Management Files.</p> <p><u>DESCRIPTION:</u> Information relating to the management of the OE program. Included are: policy statements; guidance and regulatory requirements; review and conference planning schedules; resource and manpower structures; memorandum for record; results of actions taken on specific problems; annual command summaries; OE program evaluations; and similar information.</p> <p style="text-align: center;">#86-4</p>		7 ITEMS

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>A. Offices of HQDA, Major Commands, and the Organizational Effectiveness Center and School (OECS): PERMANENT. Offer NARA in 5 year blocks after 20-25 years.</p> <p>Note: At the time of offer or during archival processing, NARA may destroy records accumulated by these offices that relate to facilitative matters, or that merely restate or interpret policies established by other offices.</p> <p>B. Other offices: Destroy when no longer needed for current operations.</p>		
2.	<p>FN 242-02. OE Education and Training Files.</p> <p><u>DESCRIPTION:</u> Information relating to the program of instruction and attendance at the US Army Organizational Effectiveness Center and School (USAOECS) and local training dealing with OE. Included are: OECS quota allocations; selection standards; applications from individuals or organizations; notices of acceptance, rejection, or exception to policy; OE AERB requirements; continuing education/professional development information; operational doctrine; training evaluations; and similar information.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for current operations.</p> <p>Note: This file number will not be used by the Organizational Effectiveness Center and School. OECS will use the disposition instructions contained in AR 340-18-1001, 1010, and 1012 as appropriate.</p>		
3.	<p>FN 242-03. OE Evaluation, Research, and Case Files.</p> <p><u>DESCRIPTION:</u> Information relating to case studies conducted as well as evaluation efforts to identify actual or potential problem areas and recommended solutions. Included are: actions directing that studies be undertaken; statements of work; reports of results; completed case studies; research projects and requirements; related Inspector General reports; and similar information.</p> <p><u>DISPOSITION:</u></p> <p>A. Offices of HQDA, Major Commands, and the Organizational Effectiveness Center and School: PERMANENT. Offer NARA in 5 year blocks after 20-25 years.</p> <p>Note: At the time of offer or during archival processing, NARA may destroy records pertaining to the evaluation of</p>		

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4.	<p>FN 242-03 continued.</p> <p>administrative activities.</p> <p>B. Other offices: Destroy when no longer needed for current operations.</p> <p>FN 242-04. OE Consultant Files.</p> <p><u>DESCRIPTION:</u> Information relating to consulting and methods of operation. Included are: requests for consultant services; records of consultant activities; operational designs and models, final reports; and similar information.</p> <p><u>DISPOSITION:</u></p> <p>A. Offices of HQDA, Major Commands, and the Organizational Effectiveness Center and School: PERMANENT.</p> <p>Note: At the time of offer or during archival processing, NARA may destroy records pertaining to the evaluation of administrative activities.</p> <p>B. Other offices: Destroy when no longer needed for current operations.</p>		