REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

    DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION

    ARMY RECORDS MANAGEMENT OPERATIONS OFFICE

3. MINOR SUBDIVISION

    STANDARDS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

    E. F. LESKO

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

   5-31-86

C. SIGNATURE OF AGENCY REPRESENTATIVE

   W. R. BOARDMAN, CRM

D. TITLE

   Army Records Manager

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<th>ITEM NO.</th>
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<td>323-13</td>
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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 - TAFS. 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.

CONTINUED ON NEXT PAGE
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 GRS OR SUPERSEDED JOB CITATION | 10.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)
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PREVIOUS FILE NO. | TITLE | RETENTION/APPROVAL AUTHORITY | NONE
305-03 - Substantiating document files | | GRS 2-4b(1) & GRS 2-45b |

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PLANNED MODERN ARMY RECORDKEEPING SYSTEM—MARKS - NUMBER(S):

1. 37-104-3r
2. 37-104-10e

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THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET CURRENT ARMY REQUIREMENTS:

323-13 - Adjustment documents

Description
Information reflecting a credit or debit entry on military pay records.

Disposition
Destroy 1 year after close of pay record to which they pertain.