

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

NI-AU-86-60

DATE RECEIVED

9-4-86

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

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

1 FROM (Agency or establishment)

Department of the Army

2 MAJOR SUBDIVISION

Army Records Management Operations Office

3 MINOR SUBDIVISION

Records Programs Division

4 NAME OF PERSON WITH WHOM TO CONFER

Cliff Jones

5 TELEPHONE EXT

325-6044

DATE

ARCHIVIST OF THE UNITED STATES

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	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
2 Sep 86	<i>W.R. Boardman, CRM</i> W.R. BOARDMAN, CRM	Army Records Manager

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	1304-14 Technical report record files. (Planned MARKS Number 70-31a) <u>BACKGROUND:</u> This file number is listed in NARA letter dated April 19, 1984 as unscheduled. Two copies of these technical reports are sent to Defense Technical Information Center (DTIC) where they are converted to microform. They are used throughout the Defense research community for information and exchange of ideas. We are submitting this SF 115 to schedule the copy of the technical reports retained by the Army. The following description and disposition instructions meet current Army requirements. 1304-14 Technical report record files		

#86-68

Request for Records Disposition Authority--Continuation

JOB NO

PAGE OF
2 2

7. ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>Description</p> <p>These consist of one copy of each preliminary, progress, or final RD technical report or publication prepared or issued by a research, development, or test agency, command, installation, or activity or received from their contractors. Each report included in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.</p> <p>Disposition</p> <p>Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off annually and retire with next regular transfer or retirement.</p> <p>Offer to NARA after 20 years.</p> <p><i>Records normally are arranged chronologically.</i></p> <p><i>Army estimates annual accumulation, Army-wide, at ca. 200 feet.</i></p>		