

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 NI-AU-87-1	DATE RECEIVED 10/1/86
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 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Programs Division		DATE	ARCHIVIST OF THE UNITED STATES
4 NAME OF PERSON WITH WHOM TO CONFER Cliff Jones	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 2 Sep 86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman CRM</i> W.R. BOARDMAN, CRM	D TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	1304-05 RD project control files. (Planned MARKS Numbers 70-1n and 70-16a) <u>BACKGROUND:</u> This file number is one of those listed in NARA letter dated April 19, 1984 as unscheduled. The following description and disposition instructions meet current Army requirements. 1304-05 RD project control files Description Information accumulating from the supervision, management, and administration of research, development test, and evaluation projects at subordinate installations, activities, and elements. Included is information relating to project appraisals; recommendations for project initiation, or cancellation; review and analysis of specific RD projects; and other information relating to projects, but exclusive of information belonging in the research and development project case files. Arrange by project serial number and nomenclature, or title. # 86-67		2

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>Disposition</p> <p>a. Offices performing Army-wide responsibility, offices of developing agencies at the Army staff, and offices at headquarters of major commands: Permanent. Cut off annually or on completion, termination, or cancellation of the project, as reference needs require.</p> <p>b. Offices at headquarters of intermediate commands: Permanent. Cut off on completion, termination, or cancellation of the project.</p> <p>c. Offices of laboratory chiefs and directors supervising RD projects conducted by project officers in elements of their installation or laboratory: Destroy 2 years after completion, termination, or cancellation of the project. However, correspondence and documents which influence the course of action taken on a project and which are not duplicated in the RD project case file will be withdrawn and consolidated with that file prior to its transfer to the RHA. <i>(No change)</i></p> <p>Offer to NARA after 20 years.</p>		