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
Records Programs Division

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 [ ]

C SIGNATURE OF AGENCY REPRESENTATIVE
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9 GRS OR SUPERSEDED JOB CITATION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 1308-01 Project management planning files. (Planned MARKS Number 70-17a)

BACKGROUND: 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.

1308-01 Project management planning files

Description
Information reflecting the project manager's master plan for research, development, procurement, production, distribution, and logistical support of a designated weapon or equipment system. These plans are used as management tools and as a means of informing highest authority of the system's status. Included are project management master plans, superseded and obsoleted parts of the plans, reports used to keep the plan current, and related information.

# 86-69
1. Disposition
   a. Office of the Project Manager: Permanent. Cut off on removal of the item or system from project management control.
   b. Other offices: Destroy on supersession, obsolescence, or when no longer needed for reference.

Offer to NARA after 20 years.

Already approved for disposal.