

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO. *NAU-88-8*

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

DATE RECEIVED *6-7-88*

		NOTIFICATION TO AGENCY
1. FROM (Agency or establishment)	Department of the Army	IAW 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
2. MAJOR SUBDIVISION	U.S. Army Information Systems Command	
3. MINOR SUBDIVISION	DCSOPS (AS-OPS-MR)	
4. NAME OF PERSON WITH WHOM TO CONFER	Cliff Jones	
5. TELEPHONE EXT.	(602) 538-6568	

DATE *8/3/88* ARCHIVIST OF THE UNITED STATES *[Signature]*

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 1 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 X is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
8 Jun 88	<i>Gerald R. King</i> for Paul F. Burke	Colonel, GS, DCSOPS

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
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1	27-3a Legal Assistance Interview Records	NN-170-18	
	<p><u>BACKGROUND:</u> A change to the disposition instructions for file number 27-3a is necessary to meet current Army requirements. Increasing the retention period is necessary because of the possibility of litigation arising out of these cases as well as the need to locate former clients concerning their personal legal affairs.</p> <p>27-3a Legal Assistance Interview Records Description Information containing personal data on each individual given legal assistance; name of the attorney consulted; summary of the problems considered; advice rendered; referrals made, and similar information. Disposition Destroy after 5 years.</p>		

Copies sent to agency, NARS 8/1/88