REQUEST FOR RECORDS DISPOSITION AUTHORITY

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

DATE RECEIVED

FROM (Agency or establishment)
Department of the Army

MAJOR SUBDIVISION
U.S. Army Information Systems Command

MINOR SUBDIVISION
DCSOPS (ASOP-MR)

NAME OF PERSON WITH WHOM TO CONFER
Walter J. Kras

TELEPHONE EXT.
(602) 538-7448

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

NAME OF PERSON WITH WHOM TO CONFERENCE

DATE

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
JAY A. RASCHKE

D. TITLE
Chief, Policy and Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM

CLOTHING ISSUE/SALES STORES ESTABLISHMENT FILES - FN 700-84a, AR 700-84

Description:

Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of Army Military Clothing Sales Stores (AMCSS) and Clothing Initial Issue Points (CIIPS). Included are recommendations for establishment, change of capacity, or discontinuance of such facilities; justification data; survey reports; approvals or disapprovals; and notifications of establishment or discontinuance.

Disposition:

a. Office performing Armywide responsibility:
   Approvals: Destroy 2 years after discontinuance of the related facility.
   Disapprovals: Destroy after one year.

b. Other offices:
   Approvals: Destroy on discontinuance of the related facility.
   Disapprovals: Destroy after one year.
<table>
<thead>
<tr>
<th>7. ITEM NO:</th>
<th>8. DESCRIPTION OF ITEM</th>
<th>9. GRS OR</th>
<th>10. ACTION</th>
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<tbody>
<tr>
<td></td>
<td>CLOTHING ISSUE/SALES STORES REPORTING FILES</td>
<td>SUPERSEDED</td>
<td>TAKEN</td>
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<tr>
<td></td>
<td>FN 700-84f, AR 700-84</td>
<td>JOB CITATION: (NARS USE)</td>
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**Description:**
Documents constituting a part of the reporting system on clothing issue points and sales store operations. Included are Summary of Operations - Army Clothing Sales Stores and Clothing Initial Issue Points reports and related information.

**Disposition:**

- a. Office performing Armywide responsibility:
  - Consolidated or summary reports: Destroy after 5 years.
  - Feeder reports: Destroy on extraction of data.
- b. Other offices: Destroy after 2 years.

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<tr>
<th>3. CLOTHING ISSUE/SALES STORES PROGRAM FILES</th>
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<td>FN 700-84g, AR 700-84</td>
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**Description:**
Documents resulting from actions taken to evaluate and improve the overall clothing issue/sales stores program. Included are staff studies, survey and test reports, coordinating actions, correspondence, and related documents.

**Disposition:**

- a. Office performing Armywide responsibility:
  - Destroy 2 years after completion of next comparable study or survey, or when no longer needed for reference purposes.
- b. Other offices: Destroy after next comparable study or survey.

**Reason:**
These proposed schedules concern the operation of the Army's uniform clothing program and will assist in meeting regulatory requirements.

Four copies, including original to be submitted to the National Archives and Records Administration.