

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

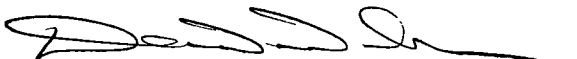
JOB NO.

NI-AU-90-3

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


DATE RECEIVED

12/14/89

1. FROM (Agency or establishment) Department of the Army	NOTIFICATION TO AGENCY
2. MAJOR SUBDIVISION U.S. Army Information Systems Command	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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
3. MINOR SUBDIVISION DCSQPS (ASQP-MR)	
4. NAME OF PERSON WITH WHOM TO CONFER Peter C. Criscuolo	DATE: 3/23/90 ARCHIVIST OF THE UNITED STATES
5. TELEPHONE EXT. (602) 538-6568	

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 5 Dec 89	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Policy & Management Division
---------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
1	<p>LAUNDRY AND DRYCLEANING OPERATIONS - AR 210-130</p> <p><u>Background:</u></p> <p>The proponent for regulations concerning the Army Laundry and Drycleaning Program is the Deputy Chief of Staff for Logistics (DCSLOG). DCSLOG has recommended the following new disposition schedules for records created in the evaluation and management of Army laundry and drycleaning facilities.</p> <p><u>Description:</u></p> <p>Documents resulting from actions taken to evaluate and improve the overall Laundry and Drycleaning Program. Included are staff studies, survey and test reports, coordinating actions, and related papers.</p> <p><u>Disposition:</u></p> <p>Office performing Army-wide responsibility: Destroy 2 years after completion of the next comparable survey.</p> <p>Other offices: Destroy 1 year after next comparable survey.</p>		
2	FN 210-130e, Laundry and drycleaning establishment files		

Copy sent to agency 3/28/90

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
	<p>Documents relating to the review and approval of recommendations for the establishment, change in capacity, or discontinuance of laundry and drycleaning facilities. Included are recommendations for establishment, change in capacity, or discontinuance; justification data; approvals or disapprovals; and notifications of establishment or discontinuance.</p> <p>Disposition: Approvals: Office performing Army-wide responsibility: Destroy 2 years after discontinuance of facility. Other offices: Destroy on discontinuance of facility. Disapprovals: Destroy after 1 year.</p>		
3	<p>FN: 210-130f Laundry and drycleaning layout reviews</p> <p>Description: Documents relating to the technical review of layout plans for the construction of, significant modifications to, or deviation from standard plans for laundry and drycleaning facilities, and associated equipment. Included are preliminary drawings, plans and equipment layout sketches, site plans, and recommendations resulting from the review.</p> <p>Disposition: Destroy when no longer needed for current operations.</p>		
4	<p>FN: 210-130g Laundry and drycleaning program reports</p> <p>Description: Reports used for the purpose of supervision, rendering assistance and advice, and review and analysis of the Laundry and Drycleaning Program.</p> <p>Disposition: Office performing Army-wide responsibility: Consolidated or summary reports: Destroy after 5 years. Destroy feeder reports upon extraction of data. Other offices: Destroy in 2 years.</p>		

GRS 17/3

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS  
DISPOSITION REQUEST**

JOB NUMBER **NA-AU-90-3**

ITEM COUNT **7**

**SUMMARY**

This job, submitted by the Army, establishes disposition standards for routine records pertaining to Army laundry and dry cleaning operations. These records clearly lack archival value. Elaine Everly (NN-W) has concurred.

**RECOMMENDATION**

- 1. APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3 and 4 of this section are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government.
- 2. APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
- 3. DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition.
- 4. WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not Required

Required - Publication Date **1/19/90**  
Copies Requested **0**  
Comments Received **0**

**SIGNATURES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>[Signature]</i>	3/12/90
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rosman</i>	3/12/90
CONCURRENCES	NT	<i>[Signature]</i>	3/14/90
	NN-W	<i>Wamuel T. Duggi</i>	3-14-90