

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. NI-AU-91-6

DATE RECEIVED 10-24-90

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

1. FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Department of the Army	IAW 44 U.S.C 3303a the disposal request,
2. MAJOR SUBDIVISION	including amendments, is approved except
U.S. Army Information Systems Command	for items that may be marked
Fort Huachuca, AZ 85613-5000	"disposition not approved" or
3. MINOR SUBDIVISION	"withdrawn" in column 10. If no records
DCSOPS (ASOP-MR)	are proposed for disposal, the signature
4. NAME OF PERSON WITH WHOM TO CONFER	of the Archivist is not required.
Monette F. Blanco	DATE <u>3-19-94</u> ARCHIVIST OF THE UNITED STATES
5. TELEPHONE EXT.	
(602) 538-4750	<i>Audrey H. Kamp Peterson</i>

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
<u>10/17/90</u>	<i>Jay A. Raschke</i>	Chief, Policy Division
7. ITEM NO.	8. DESCRIPTION OF ITEM	9. GRS OR
	(With Inclusive Dates or Retention Periods)	SUPERSEDED
		TAKEN
		JOB CITATION
		(NARS USE)

1	EN 5-3a, Installation management and organization files
	Description: Files used to maintain information relating to management and organization of Army installations. Included are recommended changes/exceptions to prescribed structure and organization; requests for and responses to additional command options; actions relating to resolution of garrison organizational issues that cross functional areas; and related issues.
	Disposition: <del>a. HQDA: Approved organizational structure and changes - Permanent.</del>
	<del>b. Other offices: Destroy 2 years after supersession or obsolescence.</del>
	Background: Army Regulation 5-3 implements DOD Directive 4001.1 and prescribes the Army's concept of standardizing, managing, and organizing installations. Documents are accumulated at HQDA, Major Army Commands, and installations. HQDA ultimately approves

*change made with Army concurrence*

*Copy sent to agency 3/24/94*

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
	changes to standardized organizations; other offices request changes and need to keep the information to document need for exceptions or changes to standards.		

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