

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. NI-AU-91-10

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

DATE RECEIVED 6-11-91

1. FROM (Agency or establishment)
Department of the Army
2. MAJOR SUBDIVISION
U.S. Army Information Systems Command
3. MINOR SUBDIVISION
DCSOPS (ASOP-MR)
4. NAME OF PERSON WITH WHOM TO CONFER
Peter Criscuolo
5. TELEPHONE EXT.
(602) 538-4746

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE: 1/14/92 ARCHIVIST OF THE UNITED STATES

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>14 May 91</u>	<u>Jay A. Raschke</u>	Chief, Policy 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 GRS OR SUPERSEDED JOB CITATION	10.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)
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General/Flag Officer's Quarters Management Files

Background: Army Regulation 210-13, General/Flag Officer's Quarters and Installation Commander's Quarters Management, requires commanders of Army installations to maintain a permanent file of the records described below. Request NARA authority to maintain these records in the creating office for 12 years to facilitate response to inquiries, and then retire them to WNRC. Point of contact on this in the NCR is Ms. Birgit Seymour (703) 355-7509.

FN: 210-13a

Title: General/Flag Officer's Quarters Management

Description: Information pertaining to the management of GFOQs. Included are by name listing of GFOQ occupants with their periods of occupancy work order requests for major work, approvals, contracts, documents pertaining to amenities, and 4th quarter obligation report for each FY.

Disposition: ~~Permanent~~. Retain in CFA for 12 years then retire to the Washington National Records Center. Destroy when 25 years old.

Changes made per telcons with Army representatives Birgit Seymour, 11-22-91, and Donel Hayes, 12-23-91.

Jeanne Young
 Jeanne Young, NIR, 12-24-91

Copies sent to Agency, NCR 1/21/92