

REQUEST FOR RECORDS DISPOSITION AUTHORITY	LEAVE BLANK
	JOB NO. <i>NI-44-92-3</i>

TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASH, DC 20408	DATE RECEIVED <i>6/5/92</i>
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1. FROM (Agency or establishment) <i>Department of the Army</i> 2. MAJOR SUBDIVISION <i>U.S. Army Information Systems Command Fort Huachuca, AZ 85613-5000</i> 3. MINOR SUBDIVISION <i>DCSOPS (ASOP-MR)</i> 4. NAME OF PERSON WITH WHOM TO CONFER <i>Monette F. Blanco</i> 5. TELEPHONE EXT. <i>(602) 538-4749</i>	NOTIFICATION TO AGENCY IAW 44 U.S.C 3303a disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "with-drawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required. DATE ARCHIVIST OF THE UNITED STATES <i>8/20/92</i> <i>James W. Moore</i>
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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 4 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 <i>3 June 92</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay A. Raschke</i> JAY A. RASCHKE	D. TITLE Chief, Policy Division
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7. ITEM NO. <i>1</i>	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)  AUTHORIZATION FOR EARLY DISPOSAL OF SHORT TERM RECORDS ACCUMULATED BY CLOSING BASES.  Records listed on the enclosed sheets are approved for immediate destruction because they are no longer needed for administrative purpose and their early disposal would not adversely affect the legal rights of the U.S Government or those affected by government activities.  This authorization may be applied by <del>other</del> <i>all closing</i> installations to effect the disposal of records covered by the same file number of AR 25-400-2 so long as the reduction period is not greater than the reduction in this job.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE)
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*Copies sent to agency, 8/26/92*

**REQUEST FOR EARLY DISPOSAL OF RECORDS**

1. File No.	2. Year file was created.	3. No. of years early to be destroyed.	4. Description of records.	5. Disposition date IAW AR 25-400-2.
✓ 1-201a	91	1	Inspection coordination files Documents relating to reviewing, coordination and consolidating planned inspections, surveys, and visits <i>II-NN-3494</i>	Jan 94
✓ 11-2a	92	3	Internal control systems Documents created in the course of operating an internal control program as prescribed by AR 11-2 <i>NCI-AU-84-3</i>	Jan 96
✓ 37-2a	92	1	Office financial files Documents that relate to office spending <i>NN-166-204</i>	Jan 94
✓ 105-23d	92	1	Telephone toll tickets <i>NCI-AU-77-21</i> Tickets prepared by the Army operators for all outgoing telephone calls and used to check the commercial toll statement at the end of the billing period	Jan 94
✓ 190-11a	92	1	Access control records <i>NCI-AU-82-22</i> Documents used to maintain accountability for keys, to inventory keys and locks, and to record entry into container or vaults	Jan 94
✓ 215-1b	92	2	Physical Inventory files: <i>NN-166-204</i> Documents reflecting the physical inventory of NAF property	Jan 95
<del>✓ 215-1c</del>	<del>92</del>	<del>3</del>	<del>NAF Employee leave files Leave documents pertaining to NAF employees <i>CAS 2, Item 9</i></del>	<del>Jan 96</del>
<del>215-1d</del>	<del>92</del>	<del>2</del>	<del>NAF stock record cards <i>Delete per Ms Celebre, Sgt Sheldon MS</i></del>	<del>Jan 95</del>
<del>215-1e</del>	<del>92</del>	<del>2</del>	<del>NAF Property Records NAF stock, property, and fixed asset cards <i>Delete per Ms. Celebre, Sgt Sheldon MS</i></del>	<del>Jan 95</del>
✓ 215-1w	92	2	NAF Utility Service Agreements <i>NN-166-204</i> Documents relating to utilities services furnished NAF activities	Jan 95
✓ 215-2g	92	2	Alcoholic Beverage Files <i>NCI-AU-77-84</i> Documents relating to the purchase of alcoholic beverages packaged	Jan 95
✓ 215-3y	92	5	NAF Training Files <i>CAS 1, Item 29 b &amp; II-NN-3560</i> Information showing group training of NAF employees	Jan 98

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1. File No.	2. Year file was created.	3. No. of years early to be destroyed.	4. Description of records.	5. Disposition date IAW AR 25-400-2.
✓ 215-3cc	92	2	NAF Awards and Commendations <i>GRS I, Item 12a(1)</i> Information relating to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of NAF employees	Jan 95
✓ 310-1a	92	2	Form Management Report Report on progress in forms management <i>NN-166-204</i>	Jan 95
✓ 310-1b	92	1	Numerical Files <i>NC 1-AU-79-17</i> Requests for approval of form, coordination papers and copy of each form	Jan 94
✓ 310-1r	92	2	Printing Reports <i>NN-165-105</i>	Jan 95
✓ 310-2b	92	1	Publishing office background files <i>NN-165-105</i> Documents accumulated by offices responsible for collecting and publishing material prepared by other offices and included in subjective appropriate file	Jan 94
✓ 340a	92	1	Office general management files <i>NN-166-204</i> Documents relating to the administration of an office	Jan 94
✓ 340-3a	92	2	Office Mail Controls: Accountable mail receipts <i>NN-166-204</i>	Jan 95
✓ 380-5a	92	2	Security briefings and debriefings <i>NC 1-AU-78-116</i>	Jan 95
✓ 420-17e	92	2	Facilities engineering service and work orders: <i>NN-166-204</i> Original service orders, work orders, and related papers	Jan 95
✓ 570-4a	92	1	Manpower surveys <i>NC-AU-75-19</i> Documents about on-site and other appraisals of manpower requirements (Manpower Utilization Report)	Jan 94
✓ 600d	92	1	Military temporary duty travel <i>NN-166-204</i> Requests and authorization for military personnel TDY and related documents	Jan 94
✓ 600j	92	1	Office general personnel files - military <i>NN-166-204</i> Documents relating to the daily administration of military personnel	Jan 94
✓ 600-21a	92	2	EO Reports: Statistical and narrative reports relating to Equal Opportunity for Military personnel <i>GRS I, Item 25f</i>	Jan 95

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✓ 640b	92	1	Office military personnel files <i>II-NNA-436</i> Documents about supervising military personnel on duty in staff offices	Jan 94
✓ 640-10c <i>d</i>	92	1	Out-processing files: Documents used to control and account for MPRJS during processing for transfer or separation <i>NN-166-204</i>	Jan 94
✓ 690c	92	1	Civilian Travel: <i>NN-166-204</i> Requests and authorizations for civilian personnel TDY and related documents	Jan 94
✓ 690f	92	1	Office general personnel files - civilian <i>NN-166-204</i> Documents relating to the daily administration of civilian personnel	Jan 94
✓ 710-2b	92	2	Documents register files (parts and expendables) <i>NN-166-204</i>	Jan 95
735 5e	92	2	<del>Property accountability transfer files: Documents attesting to the transfer of property accountability from one acct. officer to another</del> <i>Delete per Mrs Celeste Gort Shudson MB</i>	Jan 95