

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI.AU.94.21	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED 4.25.94	
2. MAJOR SUBDIVISION HQ, US ARMY INFORMATION SYSTEMS COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT (ASOP-MP)	5. TELEPHONE (602) 538-8414	DATE 8/5/94	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 29 Mar 94	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JAY A. RASCHKE		TITLE CHIEF, INFORMATION REQUIREMENTS DIVISION

ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>BACKGROUND: The proponent of AR 25-1, Information Management - The Army Information Resources Management Program, has approved a request to change the Armywide disposition instructions for file number 25-1t, from: Other offices: Destroy after 3 month; to: Destroy when no longer needed for administrative or reference purposes. This change was necessary because these reports need to be retained longer than 3 months in order to be used for reference/comparison purposes with work orders and service contracts (file number 25-1w - Telephone service contracts and work orders).</p> <p>FN: 25-1t Title: Telephone circuit usage reports Privacy Act: Not Applicable. Description: Army long lines administrative telephone circuit usage reports on long-distance calls over leased lines, long-distance calls passed to commercial circuits because of busy lines, and other similar and related data.</p> <p><i>Copies sent to agency 8/16/94</i></p>	<p>NN-166-204</p>	

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE
OF

7.
ITEM
NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR
SUPERSEDED JOB
CITATION

10. ACTION
TAKEN (NARA
USE ONLY)

Disposition:

- a. Office having Army-wide responsibility: Destroy after 6 months.
- b. Other Offices: Destroy, when no longer needed for administrative or reference purposes.

*after 3 months or
whichever is later.*

*2/21/94 - change made with concurrence of
army R.O.
etc*