

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 N1-AU-95-3	DATE RECEIVED 2-21-95
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Publications and Printing Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Ken Denton	5. TELEPHONE (703) 325-6277	DATE 4/26/95	ARCHIVIST OF THE UNITED STATES <i>James E. Moore</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,

is not required; is attached; or has been requested.

DATE 6 Feb 95	SIGNATURE OF AGENCY REPRESENTATIVE JOAN HAMILTON <i>Joan Hamilton</i>	TITLE INFORMATION MGMT SPEC
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Numerical Files (internal) Information accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of forms, justifications, coordination information, instructions governing use of the form, and a copy of each edition of the form. DISPOSITION: Office having Army-wide responsibility: Retain in office for 5 years, then retire to FRC. Destroy after ^{when} 75 years old . Other offices: Destroy 1 year after supersession or obsolescence of form.	NC1-AU-79-17	

Copies sent to agency, NCF 5/2/95

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

JOB NUMBER
N1-AU-95-3

ITEM COUNT
1

SUMMARY

The Department of the Army seeks a revision in the disposition for records generated by its Publications and Printing Command. Specifically, the records in question are Numerical Files (internal), MARKS 25-30b, accumulated in offices having authority to approve forms. In job number N1-AU-79-17, disposal was approved for 10 years after supersession or obsolescence of the form. Army contends, however, that due to potential legal ramifications and recent changes in Army Regulation 25-30, the records need to be retained for a longer period of time. Subsequently, Army is requesting that the records be retired to the FRC after 5 years, and destroyed when 75 years old. Given the fact that the annual accumulation is approximately 1 cubic foot, I recommend approval of this request. Since these records have been appraised as temporary and the retention period is not being decreased, NN need not concur and I am sending this job directly for signature.

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:
 Copies Requested:
 Comments Received:

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>Thomas F. Cotter</i>	3-27-95
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>[Signature]</i>	<i>5/2/95</i>
CONCURRENCES			