

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
To: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001E 1 0 0 0		JOB NUMBER <i>NI-AU-97-13</i>	DATE RECEIVED <i>6-9-97</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command			
3. MINOR SUBDIVISION Records Management Program Division			
4. NAME OF PERSON WITH WHOM TO CONFER Eve G. Roberts	5. TELEPHONE 703-806-4389	DATE <i>11-3-97</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 <u>1</u> 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 <i>4 June 97</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH		TITLE Chief, Records Management Program Division
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>The proponent for AR 635-200 has concurred with the addition of the description and disposition of 635-200c.</p> <p>Add description and disposition for Counseling Statements, specifically DA Form 4856, General Counseling Form to:</p> <p>FN: 635-200c Title: General Counseling Statements AUTHORITY: Privacy Act: A0001bTAPC</p> <p>Description: Documents relating to counseling of an individual such as the DA Form 4856, General Counseling Form, or related counseling documents.</p> <p>Disposition:</p> <ul style="list-style-type: none"> a. Destroy upon reassignment (except for rehabilitative transfers) separation at ETS or upon retirement. b. For rehabilitative transfers, forward documents, such as DA Form 4856 to the gaining activity; whether it is an on or off post transfer. c. For rehabilitative separation/discharge, place with individual's discharge case file. See disposition instructions for FN 635-200a. 		