

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER	NI-AU-99-10
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED	7-21-99
2. MAJOR SUBDIVISION U.S. TOTAL ARMY PERSONNEL COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 MRS VERMELL M MATHIS	5. TELEPHONE (703) 806-4264	DATE	ARCHIVIST OF THE UNITED STATES
		12-23-02	<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 ^{this page and} 1 page(s) are not now needed for the business of the agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

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

DATE 15 July 1999	SIGNATURE OF AGENCY REPRESENTATIVE <i>for</i> HOWARD N GREENHALGH	TITLE <i>Eric E Jolbert</i> DIRECTOR, RECORDS MANAGEMENT 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 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>BACKGROUND Changes are required in the current disposition instructions in order to reflect the correct information concerning the retention of permanent records upon inactivation of museums and adequate information concerning the description of records, as directed by the Chief of Military History (CMH) in Army Regulation 870-20, Army Museums, Historical Artifacts, and Art CMH concurs with records retention schedules <i>The proposed disposition instructions apply to records in FN 870-20a for all media and format.</i></p> <p>Title Historical Property Accounts Authority Privacy Act Not applicable Description Office with Army-wide responsibility (Chief of Military History (CMH)) Historical property catalog cards and historical property jackets which include bibliographies, field notes, working notes, exhibition information, repair reports, research information, and similar information Disposition PERMANENT. Code TEP Event is the deaccession or other final disposition of historic property accounts and artifacts. Records will remain with the historical artifact and will be maintained on site <i>FRONTIER</i> Disposition Code KE6 Event is the deaccession or other final disposition of historical property accounts and artifacts Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy Records will remain with the historical artifact Notes Upon inactivation, museums will transfer records to the Center for Military History If historical artifacts are donated, related documentation may be donated without further NARA approval [Amended by R Wire per V Mathis, 9/16/2002] <i>cc Agency NA NWMD NWMD</i></p>	NN-166-204	

Enclosure

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NUMBER

PAGE 2
OF
2

7 ITEM NO	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>FN: 870-20a2 Privacy Act: Not applicable Title: Historical Property Accounts Privacy Act: Not applicable Description Museums. Historical property catalog cards and historical property jackets which include bibliographies, field notes, working notes, exhibition information, repair reports, research information, and similar information. Disposition PERMANENT. Code TEP Event is upon inactivation of museum Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then transfer records to CMH where the records will be maintained on-site Note CMH has authority to destroy duplicate materials TRANSFER TO NARA WHEN NO LONGER NEEDED.</p>		<p>Item 2 withdrawn</p>
3	<p>FN. 870-20b1a Title Museums and Historical Properties Authority Privacy Act Not applicable Description Office with Army-wide responsibility (Chief of Military History (CMH)) Museum histories as described in Army regulation 870-20, museum history and annual supplements, and correspondence related to the establishment, certification, recertification, physical security, and temporary and permanent closing of Army, federal, non-federal, and international museums. Disposition: PERMANENT. Code TP Keep in current files area (CFA) until no longer needed for conducting business but not more than 6 years, then transfer to records holding area (RHA) The RHA will transfer the records to the National Archives and Records Administration (NARA) when the record is 40 years old.</p>	<p>N1-AU-97-23</p> <p>Disposition PERMANENT Code TP Keep in CFA until no longer needed for conducting business, then retire to RHA or AEA The RHA/AEA will transfer record to the National Archives when the record is 25 years old in a format that meets NARA standards at the time of transfer Note Upon inactivation, museums will transfer records to the Center for Military History [Amended by R Wire per V Mathis, 9/16/2002]</p>	
4	<p>FN 870-20b2 Title Museums and Historical Properties Privacy Act Not applicable Description Museums Museum histories as described in Army regulation 870-20, museum history and annual supplements, and correspondence related to the establishment, certification, recertification, physical security, and temporary and permanent closing of Army, federal, non-federal, and international museums Disposition PERMANENT Code TEP Event is upon inactivation of museum Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then transfer to the RHA The RHA will transfer to NARA 10 years after the event Note CMH has authority to destroy duplicate materials</p>		<p>Item 4 withdrawn</p>
5.	<p>Electronic copies created on electronic mail and word processing systems Delete after recordkeeping copy has been produced or when no longer needed for reference, whichever is later. [Amended by R. Wire per K. Hampton, 8-8-2002]</p>		