

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

112 items (See Instructions on Reverse) ALL  
TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED <b>JAN 23 1975.</b>	JOB NO <b>NC - AU - 75 - 19</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U S C 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
<u>3-31-75</u> <u>Walter Roberts, Jr.</u> (Date) <u>acting</u> Archivist of the United States	

1 FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE ARMY

2 MAJOR SUBDIVISION  
The Adjutant General Center

3 MINOR SUBDIVISION  
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Miss Marian G. Spittle

5 TEL EXT  
693-1939

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

20 Jan 75  
Date

S. J. POMRENZE, Chief, Records Management Division, TAGCEN  
(Signature of Agency Representative) (Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	See attachments. Disposal authority for file numbers deleted from lists were previously approved by NARS Job Nos. NC-AU-75-3 and NC-AU-75-14.		

*Agency copy w/ letter 3/14/75 do*

Microforms Document and Information System  
(MICRODIS NO 4108)

1. Non-permanent Records.

a. The non-permanent records listed on Inclosure 1 will be converted to microforms in accordance with 41 Code of Federal Regulations (CFR) 101-11.507c(2).

b. Request authority to destroy hardcopy of the documents listed on the inclosure after microfilming as prescribed by CFR 101-11.507b. Volume 350 1r ft.

2. Permanent Records.

a. The permanent records listed on Inclosure 2 will be converted to microforms in accordance with 41 CFR 101-11.504. The volume of paper records is approximately 160 linear feet.

b. The silver original microform plus one positive diazo copy of each microform is offered to an approved agency records center, in accordance with 41 CFR 101-11.503-1(a)(1). Request notification if offer is accepted.

c. Storage facilities for retention of a silver master positive microform by the originating agency will meet the standards of 41 CFR 101-11.506. This copy will be retired to NARS in lieu of paper documents.

d. The use of microform copies will be in accordance with 41 CFR 101-11.505.

e. Under the provisions of 41 CFR 101-11.503-1, request authority to destroy the paper records of the documents listed on Inclosure 2.

LIST OF SELECTED FILE NUMBERS  
DESIGNATED FOR MICROFILMING

101-05	Housekeeping Instruction Files	Destroy on supersession or obsolescence
X 101-06	Office Organization Files	Destroy on supersession or obsolescence
103-01	Reference Publication Files	Destroy on supersession or obsolescence
X 103-02	Technical Material Reference Files	Destroy on supersession or obsolescence
X 201-03	Agreement Files	3 and 6 years after s/s or termination of the agreement (depending on the office)
201-04	Orientation and Briefing Files	Destroy on s/s or obsolescence
201-05	Committee Files	Destroy when no longer needed. (Depends on office)
<del>NC-AD-75-3 201-03</del>	<del>Agency and Command Planning Files</del>	<del>When s/s or no longer needed for reference.</del>
203-04	Mobilization Planning and Programming Files	When s/s or no longer needed for reference.
X 204-01	Emergency Planning Files	When s/s or no longer needed for reference.
207-02	Activation and Status Change Files	5 years after transfer, discont, or disbandment of related unit
X 207-03	TDA and CTA Files	Destroy 3 years after s/s or obsolescence
207-06	Unit Identification System (UIS) Files	Machine Tabulation Reports after 3 years
208-01	Operation Planning Files	Destroy when s/s or obsolete

	209-01	Readiness Requirement Files	Destroy when s/s
	209-02	Readiness Capability Files	Destroy when s/s
VE-AU-75-3	<del>210-01</del>	<del>LA Program Development Files</del>	<del>Destroy after 3 years</del>
	<del>210-02</del>	<del>LA Program Document Files</del>	<del>Destroy when s/s or obsolete</del>
	<del>210-03</del>	<del>Program and Budget Guidance Files</del>	<del>Guidance issued - 6 years; Guidance received - when s/s or obsolete</del>
VE-AU-75-3	<del>210-06</del>	<del>Annual Funding Program Files</del>	<del>Destroy 4 years after end of FY to which they pertain</del>
	<del>210-07</del>	<del>Troop Basis Files</del>	<del>Destroy on c/s or when no longer needed for reference</del>
	210-10	Operating Budget Files	Destroy after 3 years
	211-02	Conference Files	Destroy when s/s, obsolete, or no longer needed
VE-AU-75-14	<del>214-01</del>	<del>Cost Analysis Case Files</del>	<del>Destroy on s/s or obsolescence</del>
VE-AU-75-14	<del>214-03</del>	<del>Cost Factors and Data Files</del>	<del>Destroy on s/s or obsolescence</del>
	216-02	Management Improvement Project Background	Destroy 3 years after comple- tion of related project
	217-02	Management Survey Background Files	Destroy when no longer re- quired for reference
	219-01	Reports Control Case Files	Destroy 2 years after dis- cont. of the contract
	219-02	Reports Control and Output Register Files	Destroy when no longer needed for reference
	221-01	Committee Management File	Destroy 1 year after dis- solution, or disapproval of committee
	224-03	IG Inspection Files	Destroy 1 year after next comparable inspection
	225-01	Planning and Programming File	Destroy when s/s or obsolete

X 225-02	ADPE Acquisition Case Files	Destroy 5 years after evaluation
X 230-03	Combat Development Study Files	Destroy 5 years after compl. of the study
X 230-04	Combat Developments Study Comment Files	Destroy 2 years after compl. of study
X 231-01	Material Development Objective Files	Destroy 2 years after compl. of project
X 231-02	Qualitative Material Requirement Files	Destroy 5 years after compl. of project/study
X 231-07	Material Monitoring Files	Destroy 2 years after compl. or term of project
X 234-03	TOE Development Files	Destroy 3 years after printing of the related TOE
X 234-04	Basis of Issue Files	Destroy 2 years after type classification of the related material item is obsolete
234-07	Doctrinal Media Formulation	Destroy on s/s or obsolescence
304-01	Allocation Files	Destroy 4 years after the FY
304-02	Allotment Files	Destroy after 4 years
308-02	Report of Survey Files	Destroy 10 years after compl. of final action
308-03	Report of Survey Control Register	Destroy after 10 years
309-03	Cost and Performance Reporting Files	Destroy after 5 years
316-01	GAO Audit Reporting	Destroy after 10 years
316-02	Internal Review Files	Destroy after 5 years
316-03	AAA Audit Report Files	Destroy after 3 years

317-05	Adjustment Files	Destroy after 3 years
411-01	Legislation Files	Retire 2 years after enactment as a law
411-02	Legislation Comment Files	Destroy after 5 years
603-01	Manpower Authorization Files	Destroy when s/s or no longer needed
603-02	Manpower Survey Files	Destroy upon implementation of next manpower survey
603-05	Manpower Statistical Data Files	Destroy after 5 years
702-01	Military Personnel Procurement Planning Files	Destroy after 5 years
702-02	Military Personnel Procurement Quota Files	Destroy after 5 years
1101-07	Telecommunication Reference Paper Files	Destroy when s/c, obsolete, or no longer required
<del>1102-05</del>	<del>Communications Facilities Lease Requirements Files</del>	<del>Destroy 10 years after termination of the lease</del>
1102-09	Signal Operation Instruction Files	Destroy upon supersession
1106-01	MARS Frequency Interference Reporting Files	Destroy 2 years after compl. of processing
1106-04	MARS Member Files	Destroy 1 year after termination of membership
<del>1302-01</del>	<del>R&amp;D Planning Files</del>	<del>Destroy on s/c</del>
1304-13	R&D Project Reporting Files	Destroy on compl. or cancellation of the project
1304-15	Technical Report Reference Files	Destroy on s/s, obsolete, or no longer required
1305-01	R&D Item Case Files	Destroy 6 years after compl. of term. of the task

1402-12	Contract Review Files	Destroy after 6 years or after compl. of review
1420-03	Maintenance Summary and Management Files	Destroy when they have served their purpose
1420-06	Maintenance Technical Assistance Files	Destroy when s/s, obsolete, or no longer required
1502-01	Installation Status Evaluation Files	Destroy after 5 years
1502-05	Site Selection Report Information Files	Destroy after 5 years
1502-06	Master Planning Files	Destroy after 6 years, except the master plan will be dest on s/s, obs, or discont.
1502-07	Master Planning Review Files	Destroy after 10 years, and retire after 5 years
1503-01	Acquisition Correspondence Files	Destroy after 6 years
1503-06	Lease Acquisition Files	Destroy 10 years after term. and final payment
1504-01	Real Estate Correspondence Files	Destroy after 6 years
1504-08	Real Estate Management Files	Destroy 3 years after term. of basic instrument and final collection (with exceptions)
1504-11	Real Property Inventory Files	Destroy when superseded by a new inventory
1504-12	Post Engineer Real Estate Files	Destroy 2 years after term. of the lease
1504-21	Real Property Retention Study Files	Destroy on s/s by a new study
1504-22	Maneuver and Right-of-Entry Permit Files	Destroy 2 years after cancellation or term. of permit

1505-01	Disposal Correspondence Files	Destroy after 6 years
1505-03	Disposal Reporting Files	Destroy on s/s
1508-01	Maintenance Correspondence Files	Destroy on s/s
1508-03	Building Maintenance Files	Destroy when s/s
1508-04	Ground Maintenance Files	Destroy when s/s
1508-05	Entomology Service Files	Destroy when s/s
1508-06	Sanitary Service Files	Destroy when s/s
1508-07	Custodial Service Files	Destroy when s/s
1508-17	Land Management Files	Destroy when s/s
1508-20	Herbicide Management Files	Destroy when s/s
1508-24	Wildlife Management Plan Files	Destroy when s/s
1508-26	Conservation Award Files	Destroy when s/s
1509-01	Facilities Engineering Correspondence Files	Destroy when s/s
1509-02	Facilities Engineering Correspondence Files	Destroy when s/s
1509-02	Facilities Engineering Operation Reporting Files	Destroy after 5 years
1509-03	Utilities Maintenance Files	Destroy 1 year after salvage of related plant/system
1509-06	Facilities Engineering Project Estimate Files	Destroy 2 years after compl. of project
1510-01	Fire Prevention Files	Destroy when s/s
1510-03	Installation Fire Prevention and Protection Files	Retain at the installation
1510-06	Fire Loss Experience Files	Destroy after 5 years
1511-01	Housing Correspondence Files	Destroy after 5 years

1512-05	Water and Air Pollution Supervisory Files	Destroy 1 year after cut-off for the subordinate office copy
1514-01	Investigational Study Correspondence Files	Destroy after 5 years
1515-01	Military Planning, Design, and Constr. Correspondence	Destroy after 5 years
1515-02	Design Development Files	Destroy after 4 years
1515-03	Design and Construction Investigation Files	Destroy after 4 years
1515-13	Military Construction Project Files	Destroy 10 years after compl. of the project
1515-14	Minor and Troop Construction Project Files	Destroy 2 years after compl. of the project
1517-01	Civil Works Planning and Development Correspondence Files	Destroy after 5 years

Enclosure 1

PERMANENT RECORDS TO BE MICROFILMED

1. 201-01 Instruction Files.

Consists of documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. Such as; USACC regulations, supplements, memos, circulars, and pamphlets; also, field and technical manuals the communications command is responsible for Department of the Army wide.

2. 201-05 Committee Files.

Consists of documents establishing, approving, appointing and relieving committee members; reports of meetings, notices, agendas, and minutes of meetings. Committees include Military Affiliate Radio Systems (as DA representative), and other communications affiliated committee files.

~~NC-AU-75-33. 203-03 Agency and Command Planning Files~~

203-04 Mobilization Planning and Programming Files

204-01 Emergency Planning Files

208-01 Operation Planning Files

The above series of files consist of emergency and operational plans, to include; drafts, coordinations, input, and related papers. Copies of the final product are included.

X 4. 210-09 Operating Agency 5-year Program .

These consist of documents relating to preparation, review, issue, and change of USACC 5-year programs, and copies of the program.

5. 210-10 Operating Budget Files.

These consist of documents relating to the preparation and submission of budget estimates, and Command Operating Budgets, to include approved budgets.

6. 211-03 Operating Program Progress Reporting Files.

Documents which reflect performance, progress, accomplishments, and problems in relation to goals. Included are cost and performance reports, statements of analysis, narratives and summaries, and reports of progress.

Incl 2

7. 216-01 Management Improvement Project Files.

Consists of documents relating to projects which changes manner or method of planning, including charts, studies, statistical data, coordinations, directions, and approvals.

8. 216-03 Work Simplification Proposal File.

Included are proposals for improvement, work distribution charts, motion economy studies, layout studies, actions taken on proposals, and approvals.

9. 217-01 Management Survey Case Files.

Documents include requests or authorizations to conduct surveys, survey reports, and action taken as a result of the survey.

X 10. 232-12 Test and Experiment Comment Files.

Consists of test, experiment and field development reports, coordinating actions, and results of the tests.

11. 603-04 Manpower Staffing Standard Files.

Includes manpower surveys, coordinating actions, standards for determining personnel requirements, and staffing guides.

NC-40-75-3  
X 12. ~~1102-04 Non-tactical Telecommunications Project Files.~~

Project folders consist of correspondence, messages, studies, design and engineering data, specifications, and all documents reflecting the on-going status of telecommunication projects.