

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

5 items

TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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
R. Bonnell

5. TEL. EXT.
69-31939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED AUG 16 1976	JOB NO. NC1-AU-76-63
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.	
12-8-76	<i>James B. Rhoads</i> Archivist of the United States
(Date)	(Title)

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

4 Aug 76
Date

S. J. Pomrenze
S. J. POMRENZE
(Signature of Agency Representative)

Chief, Records Management Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Reference is made to NARS Job No. NC-AU-75-19 and MICRODIS 4108 relating to files accumulating at the US Army Communications Command, Fort Huachuca, AZ.</p> <p>This request is to add two permanent files series and three non-permanent files series to the list of files series approved for microfilming and destruction of the paper records under NARS Job No. NC-AU-75-19.</p> <p>Attached at Incl 1 is a list of the permanent files series included in this request. The permanent files series, FN 811-04, Career Management Files, FN 1411-01, Value Engineering Files, and FN 1411-02, Value Engineering Study Files will be converted to microfilm IAW CFR 101-11.504. The silver original plus one diazo copy of each microform will be retired to the appropriate Federal records center upon verification that the film meets the requirements of 41 CFR 101-11.504. Also request authority to destroy the paper records under the two non-permanent files series, FN 810-07 Civilian Training Program Files and FN 1416-11, Stock Record Account Files described at Incl 2 after microfilming IAW 41 CFR 101-11.507(c)(1). Use of the microforms will be IAW 41 CFR 101-11.505. The volume of files encompassed in this request is 16 cubic feet.</p>		

Copies to Agency 12-14-76

Permanent records to be microfilmed

811-04 Career Management Files. Consist of documents used to formulate and direct the career management program in the field of communications. Included are correspondence, messages, studies, etc. to meet staffing and management requirements of the program.

1411-01 Value Engineering Reporting Files. Documents consisting of consolidations and summaries of reporting information on training, workload, execution, results, costs, prepared reports and related papers.

1411-02 Value Engineering Study Files. Documents consisting of studies, cost data, statistical data and engineering data used in effecting value improvements and reduction in cost.

Non-permanent records to be microfilmed

810-07 Civilian Training Program Files.
Consist of documents relating to establishment, management and evaluation of local training programs for civilian employees. Destroy 5 years after completion of specific training program.

1416-11 Stock Record Account Files.
Consists of computer printout listing sheets used for inventory adjustment report awaiting shortages and reports of survey. Also used for reports and studies when first received, and later as a reference to prepare budget data. Destroy after 2 years or after all discrepancies have been reconciled, whichever is later.

Microforms Document and Information System
(MICRODIS NO. 4108)

1. Permanent Records

- a. The permanent records listed on Inclosure 1 will be converted to microforms in accordance with 41 Code of Federal Regulations (CFR) 101-11.504.
- 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 (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 101.505.
- e. Under the provisions of 41 CFR 101-11.503-1, request authority to destroy the paper records of the documents listed on Inclosure 1.

2. Non-permanent Records

- a. The non-permanent records listed on Inclosure 2 will be converted to microforms in accordance with 41 CFR 101-11.507 c (2).
- b. Request authority to destroy hardcopy of the documents listed on the inclosure after microfilming as prescribed by CFR 101-11.507 b.