

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	<b>NC1-A4-77-141</b>
DATE RECEIVED	<b>06 MAY 1977</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>8-26-77</i> Date	<i>James S. [Signature]</i> Archivist of the United States

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  
ETHEL K. LITTLES

5. TEL. EXT.  
693-1937

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

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>2 May 77</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <u>GUY B. OLDAKER</u>	E. TITLE <u>Acting Chief, Records Management Division</u>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>COEMIS, F&amp;A Internal Output Files, FN 320-03 COEMIS F&amp;A External Output Files, FN 320-04 and FN 320-06 COEMIS F&amp;A Magnetic Tape Data Base Files, AR 340-18-3, MICRODIS Number 5039-2SB4.</p> <p>This request relates to microfiche maintained by the US Army Engineer District, Omaha, Nebraska and the US Army Engineer District, Kansas City, Missouri. Information consist of COEMIS Financial and Accounting records stored on magnetic tape at the Omaha District Office and converted to microfiche for the Omaha and Kansas City District Office.</p> <p>Microfiche contain multiple reports and a single fiche may contain a combination of long term and short term records. Retention of 30 years is specified for long term records, and thus, fiche which contain any long term reports will be retained for 30 years. Separation of short term reports from long term reports on the same fiche increases production costs and is not projected to be economically feasible. No paper documents are created from the magnetic tapes.</p>		

*sent to agency and GNC- 8/24/77 to 6 items*

## Request for Records Disposition Authority - Continuation

JOB NO.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Annual volumes for COEMIS reports to be converted are:</p> <p style="padding-left: 40px;">Omaha - 345,996 pages on 1,416 fiche Kansas City - 229,644 pages on 912 fiche</p> <p>Magnetic tapes will be reused upon verification that the silver film meets the requirements of 41 CFR 101-11.504-3.</p> <p>Will be converted to microform IAW 41 CFR 101-11.507(c)(1).</p> <p>Under the provisions of 41 CFR 101-11.507(b), request authority be obtained for destruction of non-permanent records.</p> <p><b>DISPOSITION:</b></p> <p>Magnetic tapes: Reuse on verification that the silver film meets the requirements of 41 CFR 101-11.504-3.</p> <p><b>MICROFICHE:</b> Silver original and one copy will be retired to the Federal Archives &amp; Records Center after 10 years and destroyed after 30 years.</p>		