

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

LEAVE BLANK	
JOB NO.	<b>NC1 A4 77 146</b>
DATE RECEIVED	<b>13 JUN 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>7-21-77</b> Date	<i>[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's Office	
3. MINOR SUBDIVISION Records Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER John Roach	5. TEL. EXT. 693-1938

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 \_\_\_\_\_ 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 <i>8 JUN 77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY B. OLDAKER	E. TITLE Acting Chief, Records Management Division
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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>Commercial - industrial type functions (CITF) program files. FN 1402-<del>25</del>(P)</p> <p>Documents accumulated as a result of conducting studies to determine the feasibility of performing commercial - industrial type functions either by in-house or contract. Included are feasibility studies, triennial review of functions, cost analysis, justifications, approvals, new start proposals, annual CITF inventory, and supporting documentation.</p> <p>Disposition:</p> <p>Office performing Army-wide responsibility: Destroy after 6 years.</p> <p>Other offices: Annual CITF Inventory: Destroy after 3 years.</p> <p align="center">Remaining Files: Destroy upon completion of next triennial review.</p> <p>These files are created under guidance of the following administrative documents:</p>		

*sent to agency, NNM, NCW, all FRC's - 7/25/77*

(a) OMB Circular A-76, Policies for Acquiring Commercial or Industrial Products and Services for Government Use, 30 August 1967.

(b) DOD Directive 4100.15, Commercial or Industrial Activities, 8 July 1971.

(c) DODI 4100.33, Operations of Commercial or Industrial Activities, 16 July 1971.

(d) Army Regulation 235-5, Management of Resources Commercial and Industrial Type Functions, 30 November 1972, as amended.

These files are created and maintained on an Army-wide basis and cover a wide range of services and products. Studies are made to determine whether the service can be provided or a product by contract or by government employees or a combination thereof. In making this determination, strict limitations are imposed on the type and scope of in-house services that may be performed. A systematic review of functions, cost effectiveness, and other factors is made to determine the best and most economical method of providing the service or manufacturing a product. A systematic review of commercial - industrial type function is required on a time-phased basis. Reviews are conducted at least triennially or more often in accordance with review schedule.