

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

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

LEAVE BLANK	
JOB NO	<b>NC1 A4 77 157</b>
DATE RECEIVED	<b>10 AUG 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>11-23-77</u> Date Acting	<u>James E. O'Neill</u> Archivist of the United States

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 <b>3 AUG 1977</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Guy B. Oldaker</u>	E. TITLE <u>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
1.	<p>5XX-XX Criminal Information Reports and Cross Index Cards. Documents relating to any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel. They may include information on individuals, actions officers' activity summary, letter, messages, notes; reports of investigation containing witness statements, subject statements, technical investigative data; indices containing codes for the type of crime; and agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects of criminal investigations.</p> <p><u>Disposition</u></p> <p>a. <u>HQ USACIDC</u>. Destroy in CFA after 5 years or earlier when reports are no longer needed as authorized pursuant to action by the USACIDC Criminal Investigative Records Standing Review Board. Selected reports containing information of current operational value may be retained past 5 years, and thereafter review annually for continued retention not to exceed 20 years.</p> <p>b. <u>Region Headquarters</u>. Destroy in CFA after 3 years or earlier when authorized pursuant to action by the USACIDC Criminal Investigative Record Standing Review Board. Selected reports and corresponding cards containing information of current operational value may be retained past 1 year, and there-</p>		

*Sent to agency, NCW-NCP-11/28/77*

**3 items**

after reviewed annually for continued retention, not to exceed 5 years.

- c. Separate Districts, Districts, Field Offices, and Designated Resident Agencies. Destroy in CFA after 3 years or earlier when authorized pursuant to action/by the USACIDC Criminal Investigative Record Standing Review Board.