

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AU 77 175	
DATE RECEIVED 26 SEP 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>10/26/77</i> Date	<i>Jas. B. Rhoads</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
Lillian B. Faison

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 20 SEP 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE GUY B. OLDAKER Chief, Records Management Division
-------------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Program and Budget Input Files, FN 210-08; Budget Files, FN 213-01; and Construction Program Files, FN 213-06. MICRODIS Number 6094-2SB4.</p> <p>Request authority for the destruction of non-permanent records which are maintained by the US Army Engineer District, Omaha, Nebraska, and consist of computer generated magnetic print tapes and computer output microfilm for the following documents:</p> <p>a. Program and Budget Input Files. Documents relating to the furnishing of data for Army Program and Budget guidance, formulation, and execution.</p> <p>b. Budget Files. Documents relating to the preparation, development, review, adjustment justification, submission, and approval of the civil works budget.</p> <p>c. Construction Program Files. Documents maintained by field offices relating to fiscal year civil works construction programs and priorities, including programs on which actions have been taken, proposed programs, and executed programs.</p> <p>Records will be converted to microform IAW 41 CFR 101-11.507(c)(2). The information will be generated by computer outputted onto magnetic print tapes which will be processed to produce 48X microfiche documents. No paper documents will be produced. Existing paper reports will eventually</p>		

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>phase out IAW the files disposition instructions. Future documents will be in microfiche. Information placed on microfiche from a print tape will be retained on the print tape until it has been determined that microfiche is of acceptable quality and meets the requirements of 41 CFR 101-11.504-3. Print tapes will then be reused.</p> <p><u>DISPOSITION:</u></p> <p>a. Paper records will be destroyed in accordance with applicable TAFFS file number.</p> <p>b. Microform will be disposed of in accordance with applicable TAFFS file number.</p> <p>c. Computer tapes will be erased as soon as microform proves to be of acceptable quality and meets the requirements of 41 CFR 101-11.504-3.</p> <p>Request authority to erase computer tapes; tapes will then be reused.</p>		