

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1 Au 78 5
DATE RECEIVED	27 OCT 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-23-77	<i>James E. O'Neil</i>
Date	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 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 <i>20 Oct 77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
	GUY B. OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	508-13. Evidence ledger and evidence custody documents. Records created by the US Army Criminal Investigation Command worldwide. They consist of documents reflecting the description, receipt, and disposition of physical property held as evidence for use in military or civil court proceedings, or for further use by criminal investigators, or crime laboratories. Included are evidence vouchers, statements of destruction, ledgers, and related documents.		
a.	<u>Evidence Ledger</u> : Destroy 3 years after all items of evidence listed therein have been disposed of.		
b.	<u>Evidence Custody Documents</u> : <u>Resident Agency/Field Officer (RA/FO)</u> : forward original with Disposition Authorization and Destruction Certificate to Crime Records Directorate after final action is taken. <u>Copies retained at RA/FO</u> : Destroy after notification that original has been received by Crime Records Directorate. \longrightarrow		

Agency - XCV - XCP - 11/29/77

3 items

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
2.)	<p><u>Crime Records Directorate</u>: Destroy 40 years after date of final report.</p> <p>Background Information. These records are created by the regions, districts and field offices of the US Army Criminal Investigation Command on a worldwide basis.</p> <p>The justification for change of retention has been a change of policy which requires the forwarding of evidence custody documents to the Crime Records Directorate, HQ USACIDC. This would provide a longer term record of the evidence, chain of custody, and methods of final disposition for reference in responding to inquiries from the field and use in investigative matters. For those evidence custody documents not forwarded to the Crime Records Directorate, maintenance in the appropriate complaint file is necessary to effect the consolidation of the evidence custody documents to the complaint. The policy is contained in Army Regulation 190-5.</p>		