

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 AU 78 16
DATE RECEIVED	1 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Withdrawn	
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
James D. McGill

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 3 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>28 Jan 78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>Guy B. Oldaker</u>	E. TITLE 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>File description and dispositions are contained in the attached <u>2</u> pages and relate to Army Inspector General inspections and investigations.</p> <p>Request approval of permanent retention.</p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>224-02 IG inspection files (field commands reporting directly to HQDA). Documents accumulated by commands authorized an inspector general and also reporting directly to Headquarters, Department of the Army. Included are inspection reports and related papers pertaining to annual general, procurement, special, technical proficiency, and Federal recognition inspections directed by the command and similar files pertaining to inspections made of the command by higher authority.</p> <p>Files pertaining to inspections directed by the command: Permanent. Cut off on completion of next inspection.</p> <p>Files pertaining to inspections made of the command: Destroy 1 year after the next comparable inspection, except that special and Federal recognition inspection report files will be destroyed 1 year after the next annual general inspection.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Army Field Commands</p>
<p>3. CURRENT VOLUME.</p>	<p>120 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>40 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by subject/individual/organization</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable legal, historical, and other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 20-1</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>224-04 IG investigative files. Documents relating to investigations and inquiries conducted by inspectors general. Included are reports of investigation or inquiry and related papers.</p> <p>Files accumulated in the Office of The Inspector General: Permanent. Cut off on completion of investigation.</p> <p>Files accumulated in other Headquarters Department of the Army offices and in field commands authorized an inspector general who also reports directly to Headquarters, Department of the Army: Destroy after 10 years.</p> <p>Files accumulated in all other elements: Destroy after 3 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA Office of The Inspector General</p>
<p>3. CURRENT VOLUME.</p>	<p>90 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>12 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by subject/individual/organization.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable legal, historical, and other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p><input type="checkbox"/> AR 20-1</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	