

For Background Information and
Appraisal Reports on N1-AU-78-22,
See N1-AU-88-12

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 AU 78 22
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
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 5 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
26 Feb 78	<i>Guy B. Oidaker</i>	Chief, Records Management Division
	GUY B. OIDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Maintenance and Disposition of Facilities Functional Files</p> <p>File description and dispositions are contained in the attached <u>4</u> pages and relate to civil works projects undertaken by the Corps of Engineers, including flood control, erosion control, and the improvement and/or maintenance of channels, harbors, locks, dams, and reservoirs.</p> <p>Request approval of permanent retention.</p> <p>1517-13 1518-01 1520-03</p>		DISPOSITION NOT APPROVED

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1517-13

Civil works small project files. Documents pertaining to Small Flood Control Projects authorized under Section 205, 1948 Flood Control Act; Small Beach Erosion Projects authorized under Section 103, 1962 Beach Erosion Act; and Small Navigation Projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, design memos, related correspondence, and similar documents.

OCE: Permanent.

Field offices: Permanent. Reitre 6 years after completion of project.

2. ORGANIZATIONAL LOCATION.

FOA/OCE

3. CURRENT VOLUME.

800 Linear feet/FOA

4. ANTICIPATED ANNUAL INCREASE.

150 Linear feet per year
FOA/OCE

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by states

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIRING DIRECTIVE.

ER's in 1110 Series

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1518-01

Civil works project files. Documents created in connection with the planning, design, and construction of specific projects. They pertain to structures and work related to navigation improvements and maintenance, flood control, multiple purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandum (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as built" drawings; shop drawings; tests and investigations such as aggregate, material, and durability; geological investigations (including borings, soil analyses, etc.); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations (roads, railroad, bridge, or cemetery); progress photographs; history of construction; and pertinent correspondence. Design memorandums, analyses of design, specifications, addenda, "as built" drawings or microfilm negatives thereof, shop drawings, history of construction, master development plans, and other records necessary for operation and maintenance will be retained as part of the project operation and maintenance files.

NOTE: Certain permanent documents may be selected for microfilming as provided in AR 340-22. When microfilmed, records will be destroyed only upon specific authorization of The Adjutant General.

Disposition. OCE: Cut off upon completion of project: Draft and advertised plans and specifications; addenda and change orders, completion reports and contract drawings; tests and investigations; aggregate and concrete reports; foundation reports; (PB-2b) planning schedule, safety inspection, and relocations: Destroy 1 year after completion of project except projects of complex design and scope will be held 2 additional years. Remaining files: Permanent.

Field offices: Permanent. Retire 6 years after completion of project, except that original construction drawings and modifications will be destroyed prior to retirement.

2. ORGANIZATIONAL LOCATION.

OCE/FOA

3. CURRENT VOLUME.

40,700 Linear feet/OCE and FOA

4. ANTICIPATED ANNUAL INCREASE.

5,000 Linear feet per year
FOA/OCE

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by project

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIRING DIRECTIVE.

ER's, EM's and TL's in 1110 Series.

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1520-03

Project operation and maintenance basic files. Design memorandums, specifications, analyses of design, "as built" drawings or microfilm negatives thereof; shop drawings; master development plans; history of construction, completed inspection reports, and related documents; operation manuals; paint service records; and dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates and valves); reports to Federal Power Commission (FPC Form No. 1); and monthly and annual reports of operations (including operating statistics, comparable documents and related correspondence).

Field offices: Permanent. Retire on removal of structure, abandonment of project, or when control passes from the Chief of Engineers.

2. ORGANIZATIONAL LOCATION.

FOA

3. CURRENT VOLUME.

30,000 Linear feet/FOA

4. ANTICIPATED ANNUAL INCREASE.

3,000 Linear feet per year

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by project

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIRING DIRECTIVE.

ER's in 1130 Series

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	NC1-AU-78-22
1. FROM (Agency or establishment) Department of the Army		DATE RECEIVED	
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE EXT.	DATE	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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p><u>Civil Works Small Projects Files</u> (MARKS 335-2-5a) (TAFPS 1517-13)</p> <p>Documents pertaining to Small Flood Control Projects authorized under Section 205, 1948 Flood Control Act; Small Beach Erosion projects authorized under Section 103, 1962 Beach Erosion Act; and Small Navigation Projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, design memos, related correspondence and similar documents.</p> <p><u>Disposition</u></p> <p><u>Field Offices:</u></p> <p>a. All detailed project reports maintained by Corps of Engineers field offices. <u>Permanent.</u></p>		

b. Progress photographs. Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Audiovisual Center, when no longer by the office of origin. Transfer to NARA with finding aids in five-year blocks 20 - 25 years after transfer to Army Audiovisual Center.

c. All other records. Destroy when not needed for current operations.

OCE:

a. Destroy all records when not needed for current operations.

2. Civil Works Project Files (MARKS 335-2-5c)
(TAFSS 1518-01)

Documents created in connection with the planning, design, and construction of specific civil works projects. They pertain to structures and work related to navigation improvements and maintenance, flood control, multiple purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandum (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as built" drawings; shop drawings; tests and investigations such as aggregate, material, and durability; geological investigations (including borings, soil analyses, etc.); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations (roads, railroad, bridge or cemetery); progress photographs; history of construction; and pertinent correspondence. Design memorandums, analyses of design, specifications, addenda, "as built" drawings or microfilm negatives thereof, shop drawings, history of construction, master development plans, and other records necessary for operation and maintenance will be retained as part of the project operation and maintenance files.

Disposition

Field Offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are design memorandums, master development plans, operations and

maintenance manuals, reservoir regulation manuals, and similar documents. Transfer to NARA after 20 years.
Permanent.

b. Cartographic records (drawings, maps, specifications, etc.). Permanent. Transfer to NARA after 20 years.

c. Progress photographs. Permanent. Transfer the original still photography negative, one print and completed caption to the Army Audiovisual Center when no longer needed by the office of origin. Transfer to NARA with finding aids in five-year blocks 20 - 25 years after transfer to Army Audiovisual Center.

d. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, etc.

Destroy when not needed for current operations.

OCE:

a. Destroy all records when not needed for current operations.

3. Project Operation and Maintenance Basic Files
(MARKS 11-2-240a) (TAFSS 1520-03)

Design memorandums, specifications, design analyses, "as built" drawings or microfilm negatives thereof; shop drawings; master development plans; history of construction; inspection reports, and related documents; operation manuals; paint service records; and dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates and valves); reports to Federal Power Commission (FPC Form No. 1); and monthly and annual reports of operations (including operating statistics, comparable documents and related correspondence).

Disposition

Field Offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are master development plans, operations and maintenance manuals, reservoir regulations manuals, inspection reports, and similar documents. Transfer to NARA after 20 years.
Permanent.

b. Cartographic records (drawings, maps, specifications, etc.). Permanent. Transfer to NARA after 20 years.

c. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, etc. Destroy when not needed for current operations.