

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AD 78 25	
DATE RECEIVED 8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-30-79 <i>James B. Rhoads</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
OFFICE OF THE ADJUTANT GENERAL

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL. EXT.
693-1939

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 8 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 23 Jan 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	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
1.	AR 340-18-4, Maintenance and Disposition of Legal and Information Files. Files descriptions and dispositions contained in the attached 7 pages relate to legal documentation accumulated in and administered by the Department of the Army.		
2.	Request approval of permanent retention.		

14 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- 4 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<div data-bbox="582 338 1352 433" style="border: 1px solid black; padding: 5px;"> <p>403-01 Claim operating policy files: Record copies of policy books and standing operating procedures on the handling of claims.</p> </div> <div data-bbox="720 479 1312 580" style="border: 1px solid black; padding: 5px; margin-top: 20px;"> <p>Permanent. Retire on supersession, obsolescence, or discontinuance.</p> </div> <p style="font-size: 2em; text-align: center;"><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Claims Service, Ft Meade Md</p>
<p>3. CURRENT VOLUME.</p>	<p>1 cubic foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>minimal</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Policy guidance and procedures required for reconsideration cases, Congressional and other inquiries relating to legislation claims denied, or paid in part. Retention of these records is necessary for protection of financial interest of the Federal government.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>See item 6</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 340-18-4 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p>	<p>403-02 Claim journal and index files. Documents used for recording pertinent information on each event relating to an actual or possible claim, and cross-indexes of incidents entered in the claims journal.</p> <p>TJAGO: Permanent. Cut off in 5 years blocks. Offices of claims officers and judge advocates responsible for administering the claims: Destroy after 10 years in CFA. Other offices: Destroy after 5 years.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Claims Service, Ft Meade Md, Office of the Judge Advocate General</p>
<p>3. CURRENT VOLUME.</p>	<p>5 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>minimal</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records needed for protection of financial interest of the government, and for historical value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Only source document on DA claims for responding to Congressional and other inquiries and DA comments on private relief legislation relating to claims denied or paid in part many years ago.</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 340-18-4 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 3</i></p>	<p>405-01 Country law study files. Documents relating to the preparation of studies reflecting an examination of the substantive and procedural criminal laws of each foreign country in which regularly stationed United States military forces are subject to the criminal jurisdiction of foreign authorities and comparisons thereof with procedural safeguards of a fair trial in the United States.</p> <p>a. Offices of officers designated as "Commanding Officer" for each country concerned: Permanent. Retire on supersession or obsolescence.</p> <p>b. Other offices: Destroy on supersession or when no longer needed for reference.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>In offices of officers designated as "Commanding Officer" for each county concerned.</p>
<p>3. CURRENT VOLUME.</p>	<p>15 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Not applicable. Normally only one bound copy in the office of each "Commanding Officer"</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Are believed to contain information of historical value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>For protection of foreign based US military forces subject to criminal jurisdiction of foreign governments</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>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 4</i></p>	<p>406-02 Patent application security review files. Documents relating to the security review of patent applications, the placing of applications under secrecy, the modification of secrecy orders, and the withdrawing of applications from secrecy pursuant to the Invention Secrecy Act, 35 U.S.C. 181-188. Note. Files accumulated by the office responsible for prosecuting the patent application will be filed in the patent application or patented file, as appropriate.</p> <p>Secretary, Armed Services Patent Advisory Board: Permanent. Cut off annually following rescission of secrecy order. Other offices: Destroy on supersession or obsolescence.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Judge Advocate General</p>
<p>3. CURRENT VOLUME.</p>	<p>22 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1.2 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probably historical, legal, or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Invention Secrecy Act, 25 USC 181-188</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 340-18-4</p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Items</i></p>	<p>409-03 Intellectual property clause deviation files. Documents relating to requests for, and approval or disapproval of, deviation from those standard procurement contract clauses which pertain to inventions, patents, copyrights, trademarks, data, or similar intellectual property required by regulation to be included in the contract. Included are documents used to support and justify such requests, such as memoranda of the facts respecting the proposed contract and prospective contractor, and of precedent and policy pertinent to the particular case. Documents accumulated by contracting officers administering contracts will be filed with the related contract.</p> <p>Offices performing Army wide staff responsibility: Permanent. Cut off on approval or disapproval of deviation.</p> <p>Offices of headquarters of major commands: Destroy on supersession or obsolescence.</p> <p>Other offices: Destroy after 6 years, except that documents filed with related contracts will be destroyed therewith.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of The Judge Advocate General</p>
<p>3. CURRENT VOLUME.</p>	<p>1 cubic foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>$\frac{1}{2}$ cubic foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerically and thereunder alpha.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probably legal, historical, or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>From cases presented in ASPR Committee meetings</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 340-18-4 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 6</i></p>	<p>411-06 Congressional real estate acquisition reporting files. Documents accumulated in reporting to the Armed Services Committees on proposed acquisition of certain temporary and permanent interests in Army real property by fee, transfer and lease. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the Committee.</p> <p>Office responsible for liaison between DA and Armed Services Committee on real estate matters. Permanent. Cut off upon close of case.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>4 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha by name of installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>some leases and licenses are active for more than 25 years and are believed to have historical value beyond that date</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Title 10, USC 2662</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>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 7</i></p>	<p>411-07 Congressional real estate disposal reporting files. Documents accumulated reporting to the Armed Services Committees on proposed disposal of certain temporary and permanent interests in Army real property by: Report to GSA, transfer to Federal or other public agencies, conveyance by the Secretary of the Army, or leasing. Included are retained copies of reports, related correspondence and legislative history involved in obtaining departmental approval and coordination and in supporting the reports before the Committee.</p> <p>Office responsible for liaison between DA and Armed Services Committee on real estate matters: Permanent: Cut off upon close of case.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>4 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha by name of installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>some leases and licenses are active for more than 25 years and have legal value as long as active, and are considered to have historical importance after the active phase</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Title 10, USC 2262</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>	