

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1 **AU** 78 26

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED

**8 FEB 1978**

1. FROM (AGENCY OR ESTABLISHMENT)

**DEPARTMENT OF THE ARMY**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

**OFFICE OF THE ADJUTANT GENERAL**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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. MINOR SUBDIVISION

**RECORDS MANAGEMENT DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER

**R. Bonnell**

5. TEL. EXT.

**693-1939**

*1-12-79*  
Date *James B. Oldaker*  
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 6 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
23 Jan 78	<i>Guy B. Oldaker</i>	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
	<b>AR 340-18-4, Maintenance and Disposition of Legal and Information Files. (Court Martial Files FN 404)</b>		
1.	Files descriptions and dispositions contained in the attached 6 pages relate to legal documentation accumulated in and administered by the Department of the Army.		
2.	Request approval of permanent retention.		
	<p>404-01</p> <p>404-02 - withdrawn</p> <p>404-03 - withdrawn</p> <p>404-06</p> <p>404-07</p>		10 items

*sent to NARS, NMAA Agency  
MA 1-28-78*

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 1</i></p> <p>404-01 Court-martial operating policy files. Record copies of policy books and standing operating procedures relating to the conduct of general, special, and summary courts-martial.</p> <p>Permanent. Retire on supersession, obsolescence or discontinuance.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Staff Judge Advocate offices for general and special courts martial authorities world-wide</p>
<p>3. CURRENT VOLUME.</p>	<p>30 cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 cubic feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Not applicable.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical, legal, or other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Policy files accumulate as additional cases are tried, and new and substantive and procedural rules and regulations are implemented.</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

*Item 2*

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>404-02 General court-martial files. Trial records of general courts-martial, military commissions, and courts of inquiry. They originate at the various court-martial jurisdictions in the continental United States and overseas commands. Included are original records of the trial which are forwarded to The Judge Advocate General as prescribed in the Manual for Courts-Martial, United States, 1969; copies of charge sheets and related papers; reviews by staff judge advocates; court-martial orders; decisions of appellate agencies; and similar papers retained by the court-martial jurisdiction.</p> <p>TJAGO: Permanent. Retire 2 years after completion of appellate processing. Office of Staff Judge Advocate of general court-martial jurisdiction: Destroy retained copy of record of trial and related papers upon notification of completion of final action in OTJAG, except when case has been forwarded to Court of Military Appeals for action and accused has been retained in the general court-martial jurisdiction, destruction will be accomplished upon notification of final action by Court of Military Appeals. Prior to destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and retained in CFA for 3 years and then destroyed.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Judiciary, Office of the Judge Advocate General, Falls Church VA</p>
<p>3. CURRENT VOLUME.</p>	<p>628 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>95 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically and by court-martial number</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Title 10 USC 801-840 (Uniform Code of Military Justice) Contain records of legal and historical value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Title 10, USC 801-840</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>	

*Withdrawn  
per conversation  
with John  
Roach of TABO  
1/9/79 gm*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

**Item 3**

<p>1. AR 340-18- <u>4</u>  FILE NUMBER,  DESCRIPTION,  AND  DISPOSITION</p>	<p>404-03 Special court-martial files (BCD): Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are original records of the trial which are forwarded to The Judge Advocate General as prescribed in the Manual for Courts-Martial, United States, 1969; copies of charge sheets and related papers; reviews by staff judge advocates; court-martial orders; decisions of appellate agencies; and similar papers retained by court-martial jurisdictions and convening authorities.</p> <p>TJAGO: Permanent. Retire 2 years after completion of appellate processing. Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related papers upon notification of completion of final action in OTJAG, except when case has been forwarded to Court of Military Appeals for action and accused has been retained in the general court-martial jurisdiction, destruction will be accomplished upon notification of final action by Military Court of Appeals. Prior to destruction, the staff judge advocate review, court-martial orders, and decisions of appellate agencies will be withdrawn and retained in CFA for 3 years and then destroyed.</p>	<p><i>Withdrawn per conversation with John Roach 1/9/79 gm</i></p>
<p>2. ORGANIZATIONAL  LOCATION.</p>	<p>Office of the Judge Advocate General, US Army Judiciary, Falls Church VA</p>	
<p>3. CURRENT VOLUME.</p>	<p>355 linear feet</p>	
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>50 linear feet</p>	
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically and by court-martial number</p>	
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probably legal, historical and other archival values.</p>	
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>### Title 10, USC 801-940</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 style="text-align: center;"><i>Item 4</i></p> <p>404-06 Court-martial locator files. Documents used as locator aids or controls to court-martial cases which are to be tried or which have been tried by summary, special, or general court-martial. Included are index cards, registers, or similar papers.</p> <p>(9) (6) TJAGO: Permanent. Retire when no longer needed for current operations. Other offices: Destroy after 3 years or 3 years after completion of the court-martial case to which they pertain, as applicable. Retain in CFA.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Judge Advocate General, US Army Judiciary, Falls Church, VA</p>
<p>3. CURRENT VOLUME.</p>	<p>64 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Title 10, USC 801-940 (Uniform Code of Military Justice) Contains records of probable legal, historical and other archival values.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Title 10 USC 801-940</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 style="text-align: center;"><i>Items</i></p> <p>404-07 Court-martial statistical files. Documents relating to the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions (based on records of trial by summary and special courts-martial received from convening authorities), related statistical data prepared by TJAGO, and similar papers.</p> <p>(S) (b) (c)</p> <p>TJAGO: Permanent. Offices of staff judge advocates at general court-martial jurisdictions: Destroy after 5 years. Retain in CFA. Other offices: Destroy after 1 year.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Judiciary, Office of The Judge Advocate General</p>
<p>3. CURRENT VOLUME.</p>	<p>32 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable legal, historical, or other archival values</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>Title 10, USC 801-840</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>	