

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | NC1 AU 78 29 |
| DATE RECEIVED | 3 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 | 5-16-80 James E. O'Keefe acting 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 Center

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 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 77 | <i>Guy B. Oldaker</i> GUY B. OLDAKER | Chief, Records Management Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | <p>File descriptions and dispositions are contained in the attached <u>4</u> pages and relate to documents created in the development of time-phased schedules for obtaining the forces, facilities, and materiel required to meet the broad objectives established by the HQDA plans.</p> <p>Request approval of permanent retention.</p> <p>210-04 210-05 210-06 210-08</p> | | 8 items |

*Army copy sent 5/22/80 jfm
"NCB NAM 1/5/80"*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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| <p>1. AR 340-18-²____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p> | <p>210-04 DA budget estimate files. Documents created in the DA Staff preparation, review, and consolidation of budget estimates and in their submission to the Office of the Secretary of Defense for incorporation in the DOD budget. Included are budget estimates prepared by DA Staff agencies for their functional areas of responsibility, minutes of budget committee meetings, consolidated Army budget estimates, approvals, Defense markups (subject/issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review offices in DOD and BOB, and related papers.</p> <p>a. Offices responsible for preparation, consolidation, and approval: Permanent. b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>HQDA Staff Agencies</p> |
| <p>3. CURRENT VOLUME.</p> | <p>43 lin ft.</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>12 lin ft.</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Numerical by budget code.</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, financial, administrative, legal or other of archival value.</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>CSR 10-23</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

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| <p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p> | <p>210-05 Congressional budget justification files. Documents accumulated by DA Staff agencies and to a lesser extent by operating agencies in defending DA budget estimates before Congress and Congressional Committees. Included are copies of opening statements, documents reflecting expected questions and answers thereto, prepared testimony, coordinating actions, resumes of congressional hearings and related papers.</p> <p><i>Note:</i> Similar documents accumulated in nonprogramming and budgeting channels (i.e., offices responsible for staff supervision of the process or item being justified to the Congress) should be filed in the appropriate functional files for that item or process.</p> <p>a. Office of the Comptroller of the Army and office responsible for presenting the justification or testimony: Permanent.</p> <p>b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>HQDA Staff Agencies</p> |
| <p>3. CURRENT VOLUME.</p> | <p>38 lin ft.</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>10 lin ft.</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Numerically by budget code and chronologically thereunder.</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, financial, administrative, legal or other of archival value.</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>CSR 10-23</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

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| <p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 3</i></p> | <p>210-06 Annual funding program files. Documents used to authorize operating agencies to incur obligations necessary to permit operation while Congress and BOB complete appropriation and apportionment of funds for the new fiscal year. Included are annual funding programs and documents directly related to them.</p> <p>a. Office responsible for preparation: Permanent. b. Office of operating agencies: Destroy 4 years after end of the FY to which they pertain.</p> <p><i>Withdrawn</i></p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Comptroller of the Army</p> |
| <p>3. CURRENT VOLUME.</p> | <p>20 lin ft.</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>3 lin ft.</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Chronological/numerical</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, financial, administrative, legal or other of archival value.</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>Public Law, OMB and OSD Directives and instructions and Army Regulations</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

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| <p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 4</i></p> | <p>210-08 Program and budget input files. Documents relating to the furnishing of data for Army program and budget guidance, formulation, and execution. These files accumulate in Army Staff offices and in offices of general and special operating agencies. They reflect data for the various program elements, such as research and development, training and education, communications, materiel, construction, maintenance, transportation and housing. Included are schedules, coordination papers, justifications, minutes of meetings, plans, and similar or related documents.</p> <p>a. Offices of the DA Staff responsible for preparation and submission: Permanent. Cut off at end of target FY.</p> <p>b. Other offices: Destroy 2 years after end of target FY or on discontinuance, whichever is first.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>HQDA Staff Agencies</p> |
| <p>3. CURRENT VOLUME.</p> | <p>18 lin ft.</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>8 lin ft.</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Numerically by budget code.</p> |
| <p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p> | <p>Contains records of probable historical, financial, administrative, legal or other of archival value.</p> |
| <p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p> | <p>CSR 10-23</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> | |