

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

LEAVE BLANK	
JOB NO <b>NC1 A4 78 41</b>	
DATE RECEIVED <b>6 FEB 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>12-19-78</i> Date	<i>James B. Oldaker</i> 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  
 Ethel Littles

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 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 <i>1 Feb 78</i>	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
	AR 340-18-6, Maintenance and Disposition of General Personnel Management and Safety Functional Files.  Files descriptions and dispositions contained in the attached 5 pages relate to manpower resources and utilization, and accident experience files accumulated in and administered by the Department of the Army.  Request approval of permanent retention.  <i>602-01</i> <i>602-02</i> <i>603-04</i> <i>603-07 (Withdrawn)</i> <i>607-03</i>		<i>10 items</i>

*Send job to agency, NNM, + NNB.  
 Send annotated printed schedule to WNRC*

*MB 12-26-78*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>602-01 Army manpower force files. Documents relating to the establishment or change in the Regular Army, Reserve Components, and the civilian workforce; the authorized strength of each; and manpower objectives. Included are printouts, correspondence, and similar or related documents.</p> <p>a Offices of the Army staff: Permanent. b Other offices: Destroy after 3 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel Office of the Deputy Chief of Staff, Oper &amp; Plan Office of the Chief, Army Reserve</p>
<p>3. CURRENT VOLUME.</p>	<p>7 inches</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 inches</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by position requirements</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARS, etc)</p>	<p>AR 10-5 AR 570-2, 4 and 8</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>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>602-02 Army manpower structure files. Documents relating to the formulation of authorizations or limitations on Army strength by rank, grade, or similar categories. Included are <u>printouts</u>, correspondence, and similar or related documents.</p> <p>a Offices performing Army-wide staff responsibility: Permanent. b Other offices: Destroy after 3 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel Office of the Deputy Chief of Staff, Oper &amp; Plans Office of the Chief, Army Reserve</p>
<p>3. CURRENT VOLUME.</p>	<p>1 lin foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 inches</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Categories of Position requirements - subjectively</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical informational or evidential value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 10-5 AR 570-2, 4 and 8</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>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>603-04 Manpower staffing standard files. Documents reflecting the development and issuance of manpower staffing standards and the provision of guidance in applying these yardsticks for measuring personnel requirements. Included are copies of manpower surveys, command-type letters, messages, copies of staffing guides; coordinating actions and interpretations; and similar or related documents.</p> <p>a Office responsible for developing standards: Permanent. b Offices responsible for applying standards: Destroy when superseded or obsolete. c Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel Authorization Division</p>
<p>3. CURRENT VOLUME.</p>	<p>22 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical by category</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 570-4</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>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><del>603-07</del> Performance evaluation files. Documents used to establish yardsticks, to evaluate performance, or to present information developed from work measurement reports. Included are trend analyses, charts, tables, performance scales and factors, yardsticks, and similar or related documents.</p> <p>Permanent.</p> <p>Withdrawn per Ethel Littles 11/8/78. R.W.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>3 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>Minimal</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical by job number and Alphabetical by name</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>DA PAM 1-11, 37-2 and DOD Reg 5010.15.1-M</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>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>607-03 Accident experience files. Documents related to the statistical reporting of Army accidents and summarizing and analyzing Army accident experience and trends involving Army aircraft, missile systems, motor vehicles, fires, damage to property, and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar or related documents. This definition does not include documents relating to the investigation of specific accidents, accident claims files, nor the control documents accumulated by data processing activities for the preparation of statistical reports.</p> <p>a Office performing Army-wide staff responsibility: Permanent. b Other offices: Destroy after 3 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>The Inspector General (TIG)</p>
<p>3. CURRENT VOLUME.</p>	<p>1 linear foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 inches</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 385-40 AR 385-55</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>	