

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCIA 7- 32
DATE RECEIVED	21 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 SEP 25 1978 ACTING	<i>James E. O'Neil</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
 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 3 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>16 Feb 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	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
	File descriptions and dispositions are contained in the attached <u>2</u> pages and relate to the study, selection, use and management control of automatic data processing (ADP) equipment, operations and systems. Request approval of permanent retention. FN 225-01 FN 225-04		

5 items

*sent to Agency 9-28-78
 NNM & NNB 9/28/78*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><i>File No.</i> ★225-01</p> <p><i>Description</i> Planning and programing files. Documents relating to the development of plans, policies, and procedures for agency and command automatic data processing systems (ADPS) and programs; conversion to ADPS; and supervision thereof. Included are master plans, feasibility studies, coordinating documents, approvals, disapprovals, charts, diagrams, and similar documents.</p> <p><i>Disposition</i></p> <p>a Office responsible for preparation and office responsible for DA approval: Permanent. Cut off on supersession or termination of system or program.</p> <p>b Other offices: Destroy after 2 years, or on supersession or termination, as applicable.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA agencies and commands for the preparing offices; Deputy Chief of Staff, Army Automated Directorate for DA approval.</p>
<p>3. CURRENT VOLUME.</p>	<p>8 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By study and thereunder chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 18-1</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>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>★225-04 ADPS specific study files. Documents relating to studying specific functional areas to determine advantages that would result from the use of automatic data processing systems already available. Included are studies, source data, solutions, advantages, requirements, benefits, cost data, and similar or related documents.</p> <p style="text-align: right;"><i>Disposition not approved.</i> (P.1) <i>MP</i></p> <p>a Office making the study: XXXXXXXXXX Cut off on completion of study.</p> <p>b Offices with Army-wide responsibility for the functional area: Destroy after 5 years.</p> <p>c Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA agencies and major commands for the functional areas.</p>
<p>3. CURRENT VOLUME.</p>	<p>4 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By study and thereunder chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative or other of archival value.</p>
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