

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK.	
JOB NO	
NC 1 44 78 63	
DATE RECEIVED 22 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 1-17-79	James P. O'Neil 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 Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr C. A. Burgess

5. TEL EXT
693-1938

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 9 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 27 Jan 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division, TAGCEN
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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 340-18-7, Maintenance and Disposition of Military Personnel Functional Files. Files descriptions and dispositions contained in the attached <u>8</u> pages relate to military personnel documentation accumulated in and administered by the Department of the Army.		
2.	Request approval of permanent retention. 702-06 707-02 711-02 717-03 717-04 719-01 726-01	726-04 (Withdrawn)	

Send copy of job to agency, NNBR, + NNM. Send annotated schedule to WNRRC.

25 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>702-06 Military personnel procurement statistics files. Documents related to furnishing or consolidating statistical information on military personnel procurement programs. Included are reports and similar or related documents.</p> <p>a Offices performing Army-wide staff responsibilities: <i>Consolidated statistics:</i> Permanent. b <i>Field reports:</i> Destroy after 5 years; c <i>Interim reports:</i> Destroy after 6 months. d Intermediate offices: Destroy after 3 years or on discontinuance, whichever is first. e Reporting agencies: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>approx. 23 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>7 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May have historical significance</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>ARs 601-201, 601-208</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>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>707 02 Personnel identification instrument files. Documents related to devising or revising identification cards, tags, badges, or similar instruments of identification. Included are coordinating actions, artwork, and similar or related documents.</p> <p>a Office performing Army-wide staff responsibility: Permanent <i>Disposition not approved.</i></p> <p>b Other offices: Destroy after 2 years, or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQ DA, The Adjutant General Center, Community Support Directorate, Forrestal Bldg., WASH DC 20314</p>
<p>3. CURRENT VOLUME.</p>	<p>Approximately 1 linear foot</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>Less than one linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May contain records of probable historical significance</p>
<p>REASON RECORDS 7. ACCUMULATE (ARs, etc)</p>	<p>AR 606-5</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>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>711-02 Military personnel trend files. Documents reflecting trends in personnel strength, reenlistments, separations, distribution, efficiency reporting, promotions, and similar actions. Included are copies of reports reflecting personnel data in connection with years of service, overall strengths, totals in MOS and grade, reenlistments and separations, average scores, Selection Board actions, eligibility for additional pay, temporary promotion eligibility, DA appointments, efficiency reporting, Army aviators in flight status, and similar personnel data.</p> <p><i>a</i> Summarized trend reports and studies prepared in DCSPER: <u>Permanent</u>. Cut off when no longer required for current operations.</p> <p><i>b</i> Copies of reports from which summaries and studies are prepared: <u>Destroy</u> after 10 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>31 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>6 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May have historical significance</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 680-5</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>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>717-03 DA selection board reporting files. Documents relating to consideration of officers, warrant officers, and enlisted personnel for promotion. Included are selection board proceedings, lists of officers and enlisted personnel recommended for promotion, and similar or related documents.</p> <p>^a Office performing Army-wide staff responsibility: Permanent. Cut off annually. Retire to Washington National Records Center after 5 years in CFA.</p> <p>^b Other offices: Destroy after 2 years.</p> <p>[Amended by R. Wire per R. Bonnell 7/17/78.]</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>8 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono and alpha</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May contain records of historical value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>ARs 624-100; 135-155, 135-156, and 680-150</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>	