

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO NC1 AC 78 67 | |
| DATE RECEIVED 29 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 5-2-80 | <i>Walter W. Hender</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 Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Ethel K. Littles

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.

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|-----------------------------|--|---|
| C. DATE 30 Jan 78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> | E. TITLE 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>AR 340-18-3 - Maintenance and Disposition of Finance and Fiscal Functional Files</p> <p>1. Files description and dispositions contained in the attached <u>2</u> pages relate to finance and fiscal functional documentation accumulated in and administered by the Department of the Army.</p> <p>2. Request approval of permanent retention.</p> | | |

Army copy sent 5/7/80 gm

ADMINISTRATION
 INSPECTIONS AND STAFF VISITS

Effective 1 July 1972

This revision defines inspections and staff visits more precisely, and clarifies the responsibilities of DA Staff agency heads and Army field commanders with relation to these inspections and staff visits. This regulation will be supplemented at major command and major subordinate command levels. Army Staff agencies and major Army commands will furnish one copy of each supplement to Comptroller of the Army; other commands will furnish one copy of each to the next higher headquarters.

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|---------------------------|-------------|
| Purpose and scope..... | Paragraph 1 |
| Explanation of terms..... | 2 |
| Policies..... | 3 |
| Responsibilities..... | 4 |

1. Purpose and scope. This regulation governs the planning, coordination and conduct of inspections and staff visits throughout the Department of the Army to minimize their disruption of operations and impairment of primary mission accomplishment in subordinate elements, particularly tactical organizations, while providing essential command and staff supervision.

2. Explanation of terms. For the purpose of this regulation the following definitions apply:

a. Inspection. A visit by representative(s) of a headquarters, unit or activity to another headquarters, unit or activity to observe, appraise or survey and report the status of conditions and/or the performance of assigned mission(s).

b. Staff visit. A formal visit, not included in the definition of *inspection* (*a* above) by representative(s) of a headquarters, unit or activity to another headquarters, unit or activity to provide staff supervision or technical guidance.

3. Policies. *a. Adherence to command channels and staff areas.* Particular attention will be given to observation of command and staff areas of responsibility in planning and executing inspections and staff visits.

(1) Inspections which are general in nature and staff visits will be restricted to one echelon below the initiating command headquarters unless specifically excepted by competent authority. When exceptions are made, the action will be coordinated with intermediate echelons bypassed.

(2) Inspections of technical areas/subjects should be accomplished by the lowest echelon capable of conducting the inspection effectively.

(3) Headquarters Department of the Army Staff agencies with requirements for inspections and/or staff visits outside their functional area of responsibility will, in addition to the command headquarters concerned, coordinate with the staff agency responsible for the function. Normal command relationships will apply to inspections and staff visits involving Class II activities of the Staff agencies.

(4) Chiefs of inspection and visiting staff teams will:

(a) Advise appropriate commander as to the purpose and scope of inspection or visit.

(b) Conduct an exit briefing on the inspection or visit, including findings and recommendations, if desired by the commander concerned.

(5) Direct communication between commanders to secure technical assistance for required inspections is authorized.

b. Single annual inspection. Commanders will, to the maximum extent possible, fulfill their requirements for administrative, logistical, technical and other inspections by a single annual comprehensive inspection.

c. Use of other Staff agency and lower echelon reports. Maximum utilization and credence will be given to reports of inspections and staff visits conducted by other staff agencies and lower echelons.

*This regulation supersedes AR 1-200, 3 June 1963.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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|---|---|
| <p>1. AR 340-18-<u>3</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p> | <p>302-08 Working capital fund charter files. Documents which authorize the use of working capital funds. Included are copies of charters with directly related papers.</p> <p>a. Office of the Comptroller of the Army: Permanent. Cut off on revocation or supersession of charter.</p> <p>b. Other offices: Destroy 1 year after revocation or supersession of charter.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Comptroller of the Army</p> |
| <p>3. CURRENT VOLUME.</p> | <p>1 Inch</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>Minimal</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Chrono</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>DOD-D 7420.1; DOD-1 7420.11; AR 37-111; AR 37-152</p> |
| <p>8. RECORDS WILL BE OFFERED.</p> | <p>The permanent files described above will be offered to the National archives as permanent records <i>in 10 year blocks 20-30 years</i> after revocation or supersession.</p> |
| <p>9. ADDITIONAL REMARKS.</p> | <p><i>after revocation or supersession.</i></p> |

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

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|---|--|
| <p>1. AR 340-18- FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p> | <p>318-06 Budget formulation and presentation files. Documents relating to the consolidation of budget estimates and to presenting the Army budget to higher authority. Included are Army budget system standard worksheets, punched cards reflecting or supporting data required, budget formulation procedures, schedules (in bound book form) for periodic reports required by Director of Army Budget, and directly related papers.</p> <p>Permanent. Cut off on approval of related budget.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p> | <p>Comptroller of the Army (USAFAC)</p> |
| <p>3. CURRENT VOLUME.</p> | <p>43 linear feet</p> |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p> | <p>10 linear feet</p> |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p> | <p>Chronological</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 37-15</p> |
| <p>8. RECORD 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> | <p></p> |

Withdrawn