

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

LEAVE BLANK

JOB NO  
**NC1 A478 69**

DATE RECEIVED  
**6 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

**9 SEP 1982** *Robert W. [Signature]*  
Date 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

5. TEL. EXT.

James D. McGill

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 4 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 <b>30 Jan 78</b>	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
	<p>File descriptions and dispositions are contained in the attached <u>3</u> pages and relate to the programming and budgeting activities of the Office, Chief of Engineers.</p> <p>Request approval of permanent retention.</p> <p><b>213-01</b> <b>213-04</b> <b>213-07</b></p> <p><i>Mass Data Change worksheet Not</i></p>		<i>6 items</i>

*Closed out: 9-27-82:cm required  
Copies to Agency  
copy to NEW (pp. 19-20)*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p>	<p style="text-align: center;"><i>Item 1</i></p> <p><i>File No.</i> 213-01</p> <p><i>Description</i> Budget files. Documents relating to the preparation, development, review, adjustment justification, submission, and approval of the civil works budget. Included are reports, schedules, charts, justification books, estimates, and related or similar papers.</p> <p><i>Disposition</i></p> <p>a. OCE: Permanent. Retire 10 years after FY for which prepared.</p> <p>b. Other offices: Destroy 5 years after FY for which prepared except documents pertaining to construction will be destroyed 5 years after the work is financially completed.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>24 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by subject</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, financial, legal or other of archival value as relates to civil works.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>The Budget and Procedures Act of 1950 as amended (31 USC 65 &amp; 66)</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives, 20-25 years after creation. <i>in 5 year blocks</i></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 style="text-align: center;"><i>Item 2</i></p> <p>213-04 Appropriation historical data files. Budget backup for General Expense appropriations.</p> <p>OCE: <del>Permanent. Retire on completion of related operation.</del>  <i>a. End of fiscal year reports: Permanent.</i>  <i>b. Other records: Destroy when no longer needed for current operations</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>14 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 5/12 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by subject.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, financial, legal or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p style="text-align: center;">(31 USC 65 &amp; 66) The Budget and Procedures Act of 1950 as-amended</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives, 20-25 years after creation. <i>in 5 year blocks</i></p>
<p>9. ADDITIONAL REMARKS.</p>	<p><i>Item 2b includes magnetic tapes</i></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><i>Item 3</i></p> <p>213-07 Five-year program reporting files. Estimates by projects of costs, funds which have been made available and scheduled annual requirements for future years.</p> <p>OCE: <del>Permanent. Retire after 5 years.</del></p> <p><i>a. Paper files: Permanent</i> <i>b. Magnetic tapes: Erase when no longer needed for current operations</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>22 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p><i>2</i> lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerically by appropriation number.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, financial, legal or other of archival value as relates to the civil works budget.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>The Budget and Procedures Act of 1950 as amended (USC 31, 65 &amp; 66)</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20-25 years after creation. <i>in 5 year blocks</i></p>
<p>9. ADDITIONAL REMARKS.</p>	