

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-AU-78 78	
DATE RECEIVED APR 14 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 5/2/78	Signature James E. 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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

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 1 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 10/2/78	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
1.	<p>FN 508-25. Criminal Investigation Data Reference Files. <i>Crime Records Directorate and other</i> Cards maintained by CID units reflecting individuals involved in criminal investigations. Included are DA Forms 2804.</p> <p>a. Disposition: Cards forwarded to Crime Records Directorate. Destroy 40 years after date of final report.</p> <p>b. Other Offices: Review annually and destroy cards which have not reflected an entry in the three previous years.</p> <p>Background: Cards maintained at Crime Records Directorate for the purpose of providing a manual backup index to be used in the event of computer malfunction. Information contained on cards is extracted from reports of investigation and should carry the same disposition as the case file.</p> <p>Cards maintained at other offices require a time value compatible with the criminal investigation case file which is three years.</p>		

sent to agency - NNNN - 5/4/78
2 items