

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd NCO 28 Jul 78 HJ ✓

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
 P. Burnam

5. TEL. EXT.
 693-1937

| | |
|---|---------------|
| LEAVE BLANK | |
| JOB NO | NC1-AR-78 122 |
| DATE RECEIVED | AUG 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| <i>2-26-81</i> Date <i>Acting</i> <i>J. E. O'Neil</i> Archivist of the United States | |

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>24 Jul 78</i> | 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><u>AR 340-18-15, Maintenance and Disposition of Facilities Files.</u></p> <p>Files descriptions and disposition instructions contained in the attached 2 pages relate to facilities files accumulated in the Army.</p> <p>Request approval of the disposal of these files series after the time periods indicated in the recommended disposition instructions.</p> <p>The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention. They were selected for disposal from a large number of presently unscheduled files. Assisting this Division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p>FN 1505-02 1505-03</p> | | <i>8 items</i> |

115-107
Approved
Copy to Agency

Closed Out
3/5/80

K/W

EVALUATION OF RECORDS DESIGNATED "PERMANENT"
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series:

2. File Number, Title, Description, and Present Disposition Instructions:

1505-02 Disposal files. Documents relating to the disposal of real property, including building, growing crops, timber, sand, gravel, and quarried stone products; by sale, transfer, and/or donation. Included are appraisal reports, transfer of new construction, invitations for bids and acceptance, notices of availability for disposal, abstracts of bids, account of sales of public property at public auction or on sealed proposals, statements and certificate of awards, requests for approval of disposal of buildings and improvements, comparable forms, and related correspondence.

A. OCE: Permanent.

B. Field offices: 1. Files pertaining to transfer and/or donation of properties which contain recapture clause are permanent and will be held 1 year in the current files, then transferred to the records holding area until no longer considered for recapture.

2. Files pertaining to disposal of sand gravel, crops, stone quarried products, or timber (located on land which is not excess): Destroy 1 year after disposal transaction is completed.

3. Remaining files: Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical files, if action has been included in approved audit.

3. Recommended Disposition Instructions:

A. OCE - Destroy after 5 years.

B. Field offices 1. Files involving transfer and donation of properties which contain recapture clause: Destroy 10 years after property is no longer subject to recapture clause.
2. Files involving disposal of sand, gravel, crops, stone quarried products, or timber located on land which is not excess: Destroy 1 year after completion of disposal transaction.
3. Remaining files - Destroy 6 years after disposal action on the property and completion of the disposal portion of the realty historical file, if action has been included in approved audit.

EVALUATION OF RECORDS DESIGNATED "PERMANENT"
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series:
2. File Number, Title, Description, and Present Disposition Instructions:

1505-03 Disposal reporting files. Documents accumulated in connection with progress reporting of inactive, excess, and surplus real property at military installations, civil works projects, and installations of other Federal agencies where the Army acts as real estate agent in continental United States and its possessions. Included are real property disposal reports, reports of changes, real property disposal summary reports, reports of excess of real property and related documents.

Reports of changes: Destroy after 1 year.
Final disposal report and report of excess real property will be placed in the realty historical file.

Other files: Destroy on supersession.
Summary reports: OCE: June and cumulative summaries: Permanent. Cut off annually and retire after 5 years. Other summaries: Destroy after 1 year.

3. Recommended Disposition Instructions:

Reports of changes - Destroy after 1 year. Final disposal report and report of excess real property will be placed in the realty historical file.
Summary reports - OCE: Destroy September and cumulative summaries after 10 years. Retire after 5 years. Destroy other summaries after 1 year.
Other files - Destroy on supersession.