

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

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JOB NO  <b>NC 104-78 128</b>	
DATE RECEIVED <b>AUG 8 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>11-17-78</b> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT) <b>Department of the Army</b>	
2. MAJOR SUBDIVISION <b>Office of The Adjutant General</b>	
3. MINOR SUBDIVISION <b>Records Management Division</b>	
4. NAME OF PERSON WITH WHOM TO CONFER <b>R. Bonnell</b>	5. TEL. EXT. <b>693-1939</b>

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 8 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>31 JUL 1978</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman</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
7	AR 340-18-2, Maintenance and Disposition of Planning, Programming, Management, Historical, and Combat Development Functional Files.  The files series described in the attached 7 pages, presently included in the above cited regulation, are believed to possess sufficient value to warrant permanent retention. They were selected 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.  Request approval of permanent retention.  <b>FN 204-02-2 <del>225-02</del></b> <b>207-02-2 228-05-a</b> <b>208-02-2</b> <b>214-02-a</b> <b><del>218-02</del></b>		

*Copy sent to NNDP on 11-22-78; NNB on 11-24-78. 7 items.*

*11/15/78 - Items 218-02 and 225-02 withdrawn per consultation with R. Bonnell (PL). k/w*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>204 02</u> <b>Emergency reporting files.</b> Documents relating to emergency situations or disasters and reflecting such information as damage, assistance provided to civil agencies or populations, and other participation in emergency operations. Included are initial, daily, interim, and final emergency operations reports and related documents.</p> <p><i>a.</i> Office of the Army Staff requiring the Reports: Permanent. <i>b.</i> Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Military Operations Emergency Support Branch Military Support Division</p>
<p>3. CURRENT VOLUME.</p>	<p>None</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>When generated, files would contain records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 500-60</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>Files will accumulate as emergencies arise.</p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>207 02</u>    Activation and status change files. Documents related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, and disbanding or discontinuing Active Army, USAR, ROTC, and National Guard units. Included are requests for publication of DA letters directing change in status, DA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and similar or related documents.</p> <p>a. Offices of the Army Staff: Permanent. Cut off annually or on discontinuance or disbandment of related unit, as applicable, hold 1 year in CFA and then retire.</p> <p>b. Other offices: Destroy 5 years after transfer, discontinuance, or disbandment of related unit.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Military Operations The Adjutant General Center</p>
<p>3. CURRENT VOLUME.</p>	<p>3½    cubic feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>208-02</u> Operating procedure files. Documents relating to the establishment of and changes in such matters as operating procedures, and production methods (but not combat operation planning) and associated standing operating procedures thereto. Included are studies, coordinating actions, copies of standing operating procedures and administrative procedures manuals, comparable documents, and related papers.</p> <p>a. Office responsible for preparation: Permanent. Cut off on supersession or rescission of the entire manual or procedure.</p> <p>b. Other offices: Destroy after 2 years or, on supersession or obsolescence, as applicable.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Management Offices at the DA staff</p>
<p>3. CURRENT VOLUME.</p>	<p>3 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p></p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	<p></p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>214-02</u> Cost research files. Documents relating to the conduct and promotion of continuous research in developing and improving costing methods in the DA. Included are research studies and special studies for the design of costing and cost analysis techniques, recording, and retrieval of costing data and factors.</p> <p><i>a.</i> Offices performing Army-wide staff responsibility: Permanent.</p> <p><i>b.</i> Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Comptroller of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>2 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 11-18; AR 11-28</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><del>218-02 Numerical files (internal). Documents accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of form, justifications, coordination papers, instructions governing use of the form, and a copy of each edition of the form.</del></p> <p>Office performing Army-wide staff responsibility: Permanent. Cut off on obsolescence of form. Other offices: Destroy 1 year after succession or obsolescence of form.</p> <p><i>Wish to delete</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>The Adjutant General Center</p>
<p>3. CURRENT VOLUME.</p>	<p>128 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>32 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>numeric</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or informational value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>225-02 ADPE acquisition case files. Documents related to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of automatic data processing equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment. Included are feasibility and application studies, system specifications and reports of their review, manufacturer's proposals and evaluations thereof, documents relating to installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information outputs, benchmark accounting information outputs, and related papers.</p> <p><i>Withdrawn</i></p> <p>Office performing Army-wide staff responsibility for the functional area of ADPS application and equipment selection: Permanent. Cut off on completion of performance evaluation or on determination that such an evaluation will not be made or that the system will not be installed.</p> <p>Office responsible for evaluating the equipment and system and acquiring offices: Destroy 5 years after performance evaluation or 5 years after determination that such an evaluation will not be made or that the system will not be installed. However, benchmark, computation information outputs from winning vendors and vendors declared nonresponsive due to benchmark performance, will be destroyed 1 year after completion of the performance evaluation. Benchmark computation information outputs from losing vendors will be destroyed 1 year after acceptance of the system.</p> <p>Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Computer Systems Command, Fort Belvoir, VA</p>
<p>3. CURRENT VOLUME.</p>	<p>36 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>12 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>numeric</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 18-7; DOD Dir 4160.19M</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-____ FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>228-05</u> Historical program progress-reporting files. Statements and reports indicating progress in research, writing, editing, revising, reviewing, and completion of volumes, monographs, and studies being planned or prepared by historical agencies.</p> <p>a. Offices performing Army-wide staff responsibility: Permanent. Cut off when no longer needed for current operations.</p> <p>b. Historical agencies: Destroy after 10 years, or when they have served their purpose, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Military History</p>
<p>3. CURRENT VOLUME.</p>	<p>2 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>numeric</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	