

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

*Rec. 10/13/78*  
 LEAVE BLANK

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

JOB NO  
**NCI-AU- 79 1**

1. FROM (AGENCY OR ESTABLISHMENT)  
 Department of the Army

DATE RECEIVED  
**OCT 4 1978**

2. MAJOR SUBDIVISION  
 The Adjutant General Center

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION  
 Records Management Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER  
 John Roach

5. TEL. EXT  
 693-1938

*[Signature]*  
 Date: *[Signature]*  
 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 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 20 Sep 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
1.	<p><u>Criminal Investigation Data Reference Files (FN 508-25).</u>                      Cards maintained by CID units reflecting individuals involved in criminal investigations. Included are DA Forms 2804.</p> <p>Disposition:</p> <p>a. Crime Records Directorate, HQ USACIDC: 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>CID units are required by AR 190-45 (copy attached) to forward a completed DA Form 2804, Crime Records Data Reference Card, to the Crime Records Directorate when the offense is of a type described in paragraph 4-3 of the regulation. HQ USACIDC requests a 40 year retention to coincide with the retention period approved for Criminal Investigation Case Files (FN 508-11).</p>		

*No copies sent 10-23-78 MRS*