

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. 10/4/78 ✓
LEAVE BLANK

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 Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Phil Burnam

5. TEL. EXT.

693-1937

JOB NO

NO 1-44-79 8

DATE RECEIVED

OCT 12 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-14-78 *James B. Rood*
Date 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 2 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 1978 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carroll G. Oldaker</i> GUY B. OLDAKER | 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 |
|-------------|---|----------------------|--------------------------|
| 1. | <p><u>Reserve Unit Attendance Files.</u> (FN 1003-05) Documents reflecting attendance of members of reserve component units and activities during training or drill periods. Included are DA Forms 1379 and supporting documents. The original DA Form 1379 prepared by each reserve unit constitutes the "Record Set." Any data entered on the attendance reference set (FN 1003-07) which is vital to determining the award of retirement points will be entered on the Record Set. Copies of these documents are also accumulated by CONUS Army and oversea command reserve component offices and certain data processing activities.</p> <p>Disposition:</p> <p>a. Record Set: destroyed. Cut off annually and transfer to organization designated by CONUS Army commander, or major commander overseas. Transfer to US Army Reserve Components Personnel and Administration Center after 1 year. Retire to NPRC after 50 years.</p> <p>b. Other documents: ⁽¹⁾ <u>CONUS Army and oversea command headquarters:</u> Destroy in CFA after 3 years, or on discontinuance, whichever is first. ⁽²⁾ <u>Data processing activities and other offices:</u> Destroy after 1 year.</p> | | Disposition Not approved |

sent to NNM, new Agency
MJD 12-26-78

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE # 2 of 2
pages

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 2. | <p>Present volume: approximately 7000 cu ft.</p> <p>Anticipated annual increase: 230 cu ft.</p> <p>Present volume includes material back to 1949. Therefore, if this request is approved, the first transfer to NPRC will occur in 1999.</p> <p>The documents described in this request serve as both a Morning Report and Organization Roster for Army reserve units. The information contained therein is also used for crediting and awarding retirement points to individual reservists.</p> <p><u>Reserve Unit Attendance Reference Files. (FN 1003-07)</u></p> <p>Documents used as worksheets and for reference when the original attendance record is no longer available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380, and related documents. Data entered on these documents which is vital to determining the award of retirement point credits will be posted to the original copies of DA Form 1379 maintained under File Number 1003-05.</p> <p>Disposition: Destroy after 1 year.</p> <p>The documents described under FN 1003-07 serve as the background data for DA Form 1379 and support the entries on the record set filed under File Number 1003-05.</p> | | |