

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 11/30/78

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

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

2. MAJOR SUBDIVISION
Office of The Adjutant General

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL. EXT.
693-1938

LEAVE BLANK

JOB NO
NC1-AU-79 11

DATE RECEIVED
1 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 Rhoads*
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 <i>27 Nov 78</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cyrus H. Fraker</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. | Request approval of the disposition instructions for ADPS Specific Study Files (FN 225-04) as shown on the attached sheet. By Job No. NC1-AU-78-62, NARS rejected a "permanent" designation for files accumulated by the office making the study, and requested we forward another SF 115 proposing an appropriate retention period. | | <i>3 items</i> |

*Copy of jobs to agency + NNM.
Annotated published schedule to WNR. 12-26-78*

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

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

★225-04 ADPS specific study files. Documents relating to studying specific functional areas to determine advantages that would result from the use of automatic data processing systems already available. Included are studies, source data, solutions, advantages, requirements, benefits, cost data, and similar or related documents.

- a Office making the study: Permanent.
Cut off on completion of study.
- b Offices with Army-wide responsibility for the functional area: Destroy after 5 years.
- c Other offices: Destroy after 2 years or on discontinuance, whichever is first.

- Approved**
3. Recommended Disposition Instructions:

- a Office making the study: Destroy after 10 years.
- b Offices with Army-wide responsibility for the functional area: Destroy after 5 years.
- c Other offices: Destroy after 2 years.