

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

Rec. 1/10/79

LEAVE BLANK	
JOB NO NCI-AU-79-19	
DATE RECEIVED 10 JAN 1979	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>1-17-79</i> Date	<i>James E. O'Neil</i> Acting Archivist of the United States

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

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 28 Dec 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cyrus H. Faler</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.	ADPE Acquisition Case Files (FN 225-02) NARS has determined that the file series described on the attached page does not have sufficient value to warrant permanent retention. Request approval of the recommended disposition instructions.	NCI-AU-78-128	
Send job to agency & NNM. Send annotated schedule to WNRC.			3 items

MAJ 1-23-79

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:

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.

^a 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.

^b 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.

^c Other offices: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

^a Office performing Army-wide responsibility for the functional area of ADPS application and equipment selection: Destroy after 10 years. 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.

^b Offices responsible for evaluating the equipment and system and acquiring offices: No change

^c Other offices: No change.