

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rev. 7/5/75
 LEAVE BLANK

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

JOB NO
ARC1-AU-79-63

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-18-79
 Date *James E. O'Neil*
 Archivist of the United States

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
 Jean Garson

5. TEL. EXT.
 693-1937

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 28 June 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>GWY B. OLDAKER</i> GWY 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
	<p><u>UNIT MAILROOM ACCOUNTABLE MAIL RECEIPT FILES (F.N. 1108-19).</u> Documents reflecting the receipt and dispatch of registered, numbered insured, and certified mail by unit and activity mailrooms. Included are DD Form 434 (Record of Accountable Mail); POD Form 3883 (Firm Delivery Book Record-Registered, Certified, and Numbered Insured); and POD Form 3877 (Firm Mailing Book).</p> <p><u>DISPOSITION:</u> Destroy after 3 years.</p> <p><u>BACKGROUND:</u> Unit mailrooms of the Army use accountable mail records in the resolution of claims filed under the provisions of Title 10, USC 2733 (Armed Forces-Property loss; personal injury or death; incident to noncombat activities of Department of the Army, Navy, or Air Force). The statute provides for a claim to be allowed "if it is presented in writing within 2 years after it accrues". The disposition standard for these records was extended from 2 to 3 years in April 1953 under NARS approval #II-NNA-455. Justification at that time advised that some claims were not reaching the US Army Claims Service within the two year retention period. This situation still exists, with the bulk of such claims filed by mail order houses. It is therefore necessary that delivery records, substantiating dispatch and/or receipt, be retained one full year beyond</p>		<p><i>Exception to GRS 12, Item 6A</i></p> <p><i>1 item</i></p>

the two year statutory time limit.

Copy sent to Agency: 7-25-79: K. T. D.