

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

1/21/80
LEAVE BLANK

JOB NO NC1-AU-80-21
DATE RECEIVED 1-30-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
6-16-80 <i>James E. O'Neil</i> Date <i>acting</i> 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

The Adjutant General Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Dr. John Henry Hatcher

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 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 23 JAN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE for 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>FN 715-01 (AR 340-18-7) MORNING REPORT FILES</p> <p>Documents used for daily accounting of military personnel and USMA cadets. Included are DA Forms 1 (Morning Report) and similar related documents. Active duty Army Units commenced to replace this report with the Standard Installation/Division Personnel System (SIDPERS) in 1973. Full implementation within the active duty Army was essentially complete by 31 December 1979. However, certain reserve and active Army elements as of the date of this notice were projected to continue preparation of the Morning Report until 31 December 1980. After that date Morning Reports would no longer be prepared by any Army elements.</p> <p>a. DISPOSITION. US Army Reserve Components Personnel and Accounting Center and United States Military Academy: Retire to NPRC after 9 years. Destroy 75 years after cutoff.</p> <p>b. Unit Personnel section, personnel service division, pers svc company and similar organizations: Destroy after one year, or on discontinuance, whichever is first.</p> <p>c. Unit preparing report: Cut off annually; destroy after one year.</p>		

115-107

*Job amended per Wilson J.N. Ketchum / J. Wallace
Copy sent to agency
6/9/80*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Request for Records Disposition Authority - Continuation

JOB NO.
NC1-AU-80-21PAGE OF
2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>a. U.S. Army Reserve Components Personnel and Accounting Center.</p> <p>(1) Hardcopy. Destroy after conversion to microfilm and verification for accuracy.</p> <p>(2) Microfilm. Transfer to NPRC ^(MPR) when 9 years old. Destroy when 75 years old, except that reports used in records reconstruction will be retained until no longer needed for that purpose.</p> <p>b. U.S. Military Academy.</p> <p>Retain at installation. Destroy when 75 years old.</p> <p>This certifies that the morning reports will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506 and stored in accordance with 101-11.507 and 101-11.508. The first inspection of the microfilm, as required by 101-11.507-2, will take place two years after microfilming.</p> <p><i>c. Units preparing reports: Col off annually, Destroy after one year.</i></p>		

RATIONALE: 75 years is currently the period being considered as a standard for official personnel (civ & military) files. Neither Morning Reports nor OPF's have ever been officially scheduled by NARS. The Morning Report's supportive relationship with the retired OPF's makes 75 years a reasonable and logical disposal standard for them also. This involves a record which falls under the purview of 44 USC 3101 in protection of the legal and financial rights of the service member which have been affected by the activities of the agency. Since preparation of the Morning Report will be terminated approximately 31 December 1980, this standard is being proposed to protect existing files held by preparing units, USARPAC and NPRC. Special handling of Morning Reports prepared by USMA dropped in this change. NARS determined in 1978 that USMA Morning Reports did not possess unique archival value. The USMA Archivist was quoted in these discussions as agreeing with this appraisal and favoring a specific, long-term retention.