

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1-AU-80-25

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-11-80 *William H. Stender*  
Date 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  
The Adjutant General Center

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Dr. John H. 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 23 Jan 80	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	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>FN 715-08 PERSONNEL STRENGTH ZERO BALANCE REPORT</p> <p>(SIDPERS C27). This is a product of the Standard Installation/Division Personnel System (SIDPERS) which is a standard, automated, integrated personnel system designed to provide personnel data support at corps, division, installation, brigade, battalion and unit levels. It replaced the Morning Report (FN 715-01) which was phased-out commencing in 1973. SIDPERS is an integral part of the Army's Personnel Information System. Its two major functions are (1) strength accounting, and (2) correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C27 Report will be maintained and retired under this file number after "reconciliation" by the unit.</p> <p>DISPOSITION: <sup>a</sup>Unit Office of Record. The "Reconciled" C27 Report will be cut-off annually or when the reporting unit/activity is reduced to zero strength; held for one year in the CFA or RHA; and, then, retired to <sup>National Personnel Records Center (MPR)</sup> with the next regular shipment. Destroy 56 years after cut-off.</p> <p>b. All other offices. Destroy when no longer needed.</p>		

115-107

\*Change made per telecon J. H. Hatcher / J. L. [unclear]  
Copies to all FRC's & agencies  
6/9/80

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

RATIONALE: The C27 Report is the closest approximation to the pre-1973 Morning Report found in the SIDPERS catalog. Its chief value lies in its arrangement of data affecting the military service member in convenient organizational/assignment context. In recent years, audit trails for determining impact of agency activity on the individual have been found to be dependent on identification of the military unit of assignment at given dates in the individual's service career, i.e., ANTPR & AGENT ORANGE in context of place and time. Consequently, the C27 Report is the Army's only extant link between the individual and the unit in searches which must commence with unit activity. The "raw" C27 Report is a computer product provided the servicing military activity by the SIDPERS computer; it is then "reconciled" i.e., annotated with corrections as required on the last day of each month to bring it into true and correct balance with each individual service members correct duty status. The "reconciled" C27 Report is maintained by the Unit Commander as a management tool. We do not view the C27 Report as having archival value; however, it must be preserved for the productive lifetime of the individual, i.e., 56 years. We cite 44 USC 3101 to support the Army's position here.