

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

LEAVE BLANK
JOB NO NC1-AU-80-27
DATE RECEIVED 2-22-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
4-29-80 <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's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Phil Burnam

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 12 FEB 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John 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>The US Army Communications Command, Fort Huachuca, Arizona is presently converting <sup>all</sup> the documents under FN 207-01, Organization Planning Files, to microform under MICRODIS 4108. Other Army agencies will likely request authority to convert <sup>all their</sup> documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18-2.</p> <p>a. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. The original silver halide or duplicate silver halide microform and one diazo or vesicular copy will be retired to the Federal Archives and Records Center after the necessary quality checks have been performed and the microfilm has been verified for completeness and accuracy.</p>		

*Pen and ink changes made per conversation with Phil Burnam*

*6 items*

207-01 Organization planning files. Documents relating to the establishment of and changes in organization functions and relationships of activities, installations, commands, and agencies, and of non-Army agencies when such action affects or potentially affects the Army. Included are staff studies; reports of working groups; minutes of committee meetings and staff conferences; documents relating to overall functions and missions; copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment of change; and related documents.

a. Agencies not converting data to microform:

1. Offices responsible only for intra-Army review, comment, or contribution of information: Destroy after 2 years.

2. All other offices: Permanent.

b. Agencies converting data to microform under an approved MICRODIS:

1. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

2. Microforms:

(a) Offices responsible only for intra-Army review, comment, or contribution of information: Destroy original microforms after 2 years.

(b) All other offices: One silver halide microform set and one diazo or vesicular copy: Permanent.

(c) Other microform copies: Destroy when no longer required for current operations.

Permanent records will be offered NARS in 5 year blocks when the oldest records in the block are 25 years old.

Annual accumulation of hard copy records Army-wide is ca. 20 feet.

the records of that command as a film collection and not as a combined film and paper collection, we recommend approval of Job NC-AU-75-19.

The draft memo to Mr. Pomrenze seems to satisfactorily state our position that an agency can pretty much have its way in filming disposable records but must send us separate requests for each disposal filming project on permanent records. We suggest that the last sentence of paragraph 3 be changed to read as follows: "We request, however, that disposal jobs involving microfilming of permanent records be submitted by specific project and that they generally encompass an entire file for specific periods of time rather than records under isolated file numbers."

*Mabel E. Deutch*

MABEL E. DEUTRICH  
Director  
Military Archives Division