

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-AU-80-32

DATE RECEIVED

4-21-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-2-80 *Walter N. Stankovic*
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'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

15 Apr 80

D. SIGNATURE OF AGENCY REPRESENTATIVE

Guy B. Oldaker
GUY B. OLDAKER

E. TITLE

Chief, Records Management Division

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

The US Army Tank-Automotive Materiel Readiness Command, Warren, Michigan is presently converting the documents under FN 228-10, Installation Historical Files, to microform under MICRODIS 8047. Other Army agencies will likely convert 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 plan to publish it in AR 340-18-2.

a. The records described on this form will be micro-filmed in accordance with the standards set forth in 41 CFR 101-11.506.

b. Storage conditions for the silver original micro-film shall adhere to the standards of 101-11.507 and 101-11.508. The first inspection of microfilm required by 101-11.507-2 will be conducted 2 years after the first microfilm is produced.

Army copy sent 5/7/80 Jm

4 items

115-107

*Copies to agency,
All FRC, NAMI, NNB*

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

228-10 Installation historical files. Documents maintained to reflect a chronological record of noteworthy events of interest from a historical or statistical standpoint which occur at an installation or activity.

Item 1

a. Agencies not converting data to microform: Permanent. Retire on discontinuance of installation or activity.

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) One silver halide microform set and one diazo or vesicular copy: Permanent. Retire on discontinuance of installation or activity.

(b) Other microform copies: Destroy when no longer needed for current operations.

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