

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-AU-80-41
DATE RECEIVED	5-14-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	7-14-80 <i>James E. O'Neil</i> 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
 John G. Vos

5. TEL EXT
 OX3-1937

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 6 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 8 MAY 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John G. Vos</i> JOHN G. VOS	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
	The 14 proposed changes on the attached sheets result from a review of Army Regulation 340-18-7, Maintenance and Disposition of Military Personnel Functional Files. The changes proposed are for the following file numbers: 704-05 705-01 709-03 710-01 711-05 711-06 711-07 714-02 715-05 715-07 717-03 722-04 725-07 727-02		

*Per link changes made per conversation with John Vos on 7/3/80
 Copy to Agency, DDM JE 7-23-80*

20 items

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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
1.	<p><u>ENLISTMENT CONTRACT FILES (FN 704-05)</u>. Documents reflecting individuals who have enlisted in the Armed Forces of the United States or who have had their enlistments voided while in the Delayed Entry Program (DEP). These documents are maintained by the district recruiting commands. In the former case, documents will include triplicate copies of DD Form 4 (Enlistment Contract--Armed Forces of the United States) and supplements thereto. In cases of DEP voided enlistments, the documents will include, as a minimum, the DD Form 1966; DD For 4; DA Form 3286 series and appropriate addendums; the SF 88, SF 93, and consultation sheets when applicable; copies of approved waivers with supporting documents; DD Form 1304.12K; copy of cancellation of REQUEST reservation; and copies of the authority for voiding the enlistment.</p> <p><u>Disposition:</u> Destroy after 1 year</p> <p><u>Rationale:</u> The wording of the description is changed to more accurately reflect the type and scope of documents maintained within this record series.</p>		
2.	<p><u>APPOINTMENT APPLICATION FILES (FN 705-01)</u>. Documents reflecting the application of the individual and the evaluation, consideration, and acceptance or rejection thereof. Included are applications, requests for waivers, recommendations, evaluation reports, rating sheets, test papers, interview sheets, notifications, and similar or related documents.</p> <p><u>Disposition:</u> Destroy after 1 year.</p> <p><u>Rationale:</u> These records contain duplicate copies of various processed officer procurement program applications and miscellaneous correspondence related thereto. They are maintained (only) by the US Army Military Personnel Center, which receives reference requests beyond the present authorized retention period of six months, especially for those records referring to applicants not selected for the procurement programs.</p>		
3.	<p><u>USMA CADET FILES (FN 709-03)</u>. Documents relating to appointment and attendance of each cadet at the United States Military Academy. Included are folders of files comparable to the official military personnel folder for members of the Army. Files in this category are maintained by USMA and the Headquarters, Department of the Army office which has staff responsibility for this function.</p>		

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3 (Cont'd)	<p><u>Disposition:</u> <u>4.</u> Headquarters, Department of the Army office: <u>1.</u> Files of individuals who are commissioned become part of the Official Military Personnel Folder. <u>2.</u> Files of individuals not commissioned: Destroy when no longer required for reference. <i>in CFA after 5 years (cut off at end of calendar year in which attendance terminates)</i></p> <p><u>6.</u> USMA: <u>1.</u> Paper originals: Destroy upon verification that film meets the standards set forth in 41 CFR 101-11.504. <u>2.</u> Microfilm copies: Permanent. Offer one original and one diazo copy to USMA Archives upon verification that film meets the standards set forth in 41 CFR 101-11.504.</p> <p><u>Rationale:</u> The permanent standard above was approved by NCI-404-79-1, 4 April 1979. That same approval required the Army to establish a temporary disposition standard for the Headquarters, Department of the Army office responsible for this function.</p>		
4.	<p><u>ARNGUS OFFICER PERSONNEL FILES (FN 710-01).</u> Rescinded.</p> <p><u>Rationale:</u> The documents maintained under this record series are similar to (or, in part, identical to) documents described in OFFICIAL MILITARY PERSONNEL FOLDER FILES (FN 708-02). We therefore propose elimination of 710-01 and use of 708-02 in lieu thereof. Chief, National Guard Bureau concurs in this proposal.</p>		
5.	<p><u>PERSONNEL MANAGEMENT ASSISTANCE (PERMAS) VISIT FILES (FN 711-05).</u> Documents relating to performing and reporting on personnel management assistance visits. Included are notifications of assistance, worksheets, draft reports, final reports, and similar documents.</p> <p><u>Disposition:</u> Report of visit: Destroy 2 years after next PERMAS visit. Other documents: Destroy after next PERMAS visit.</p> <p><u>Rationale:</u> The Army has changed the title of this function from "Command Personnel Management Inspections (CPMI)" to "Personnel Management Assistance (PERMAS) Visits". The PERMAS report should be retained for 2 years for research purposes and to determine trends in personnel management/administration and operations effectiveness of the Standard Installation/Division Personnel System (SIDPERS).</p>		

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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
6.	<p><u>PROFESSIONAL DEVELOPMENT SPECIALTY FILES (FN 711-06).</u> Documents reflecting the analysis of specialty development concepts, standards and systems. Included are actions taken and coordination effected in requests for specialty changes, recommendations and suggestions on specialty development models, policies related to the specific functions of specialty professional development.</p> <p><u>Disposition:</u> Destroy after 3 years.</p> <p><u>Rationale:</u> Upon creation of the Officer Personnel Management System (OMPS, administered by US Army Military Personnel Center) in 1975, the field of officer professional development came into being. There is, however, no current description of this category of records which is sufficiently discriminating to identify this particular function.</p>		<i>Withdrawn</i>
7.	<p><u>PROFESSIONAL DEVELOPMENT PROGRAM FILES (file # 711-07).</u> Documents reflecting the analysis, concepts, standards, and systems of professional development programs. Included are actions taken and coordination effected in requests and selections for specific professional development programs such as Project Managers, Installation Managers, Strategists and other similar programs.</p> <p><u>Disposition:</u> Destroy after 3 years.</p> <p><u>Rationale:</u> Upon creation of the Officer Personnel Management System (OMPS, administered by US Army Military Personnel Center) in 1975, the field of officer professional development came into being. There is, however, no current description of this category of records which is sufficiently discriminating to identify this particular function.</p>		
8.	<p><u>MILITARY PERSONNEL ASSIGNMENT FILES (FN 714-02).</u> Documents related to assigning or reassigning specific officers, warrant officers, and enlisted personnel to their places and/or types of duty. Included are requisitions, nominations, applications and preference statements of individuals; assignment orders or instructions; deferments, delays or restrictions (like sole surviving son or conscientious objectors); terminations or extensions thereof; and similar or related documents.</p> <p><u>Disposition:</u> Destroy 1 year after transfer or separation of individual.</p>		

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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
8. (Cont'd)	<p><u>Rationale:</u> This changes the wording of the disposition standard to make clear to the user that the record becomes inactive upon transfer or separation of the individual, at which time the 1-year retention standard is applied.</p>		
9.	<p><u>INDIVIDUAL PERSONNEL CHANGE FILES (FN 715-05).</u> Documents prepared for reporting a change to and updating of the data processing activity file. Included are punched cards, DA Forms 3815, and similar or related documents.</p> <p><u>Disposition:</u> Dispose of ^{in CFA} in accordance with DA Pam 600-8 series.</p> <p><u>Rationale:</u> The Army's conversion of strength accounting to the Standard Installation/Division Personnel System (SIDPERS) resulted in change of the form used to transact individual personnel changes. The disposition of these machine-readable records is prescribed in the DA Pamphlet 600-8 series, which is the user's manual for the system.</p>		
10.	<p><u>SIDPERS REPORTING FILES (FN 715-07).</u> Computer-generated reports pertaining to strength accounting, organizational and personnel record keeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS Report C-27).</p> <p><u>Disposition:</u> Dispose of ^{CFA in} in accordance with DA Pamphlet 600-8 series.</p> <p><u>Rationale:</u> Creation of this record series is required to provide identification of all automated reports produced by the Standard Installation/Division Personnel System (SIDPERS) except for the Personnel Strength Zero Balance Report (SIDPERS C-27), which is the subject of file number 715-08, submitted to NARS for approval on 23 Jan 80 (Job # NCI-AU-80-25).</p>		
11.	<p><u>DA SELECTION BOARD REPORTING FILES (FN 717-03).</u> Documents relating to consideration of officers, warrant officers, and enlisted personnel for promotion and elimination. Included are selection board proceedings, lists of officers and enlisted personnel recommended for promotion, and similar or related documents.</p> <p><u>Disposition:</u> Permanent. Cut off when no longer needed for reference. Retire to Washington National Records Center</p>		

Withdrawn

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11 (Cont'd)	<p>after 5 years in CFA. Other offices: Destroy after 2 years.</p> <p><u>Rationale:</u> Permanent retention of this record series was approved on 17 Jan 79 (Job # NCI-AU-78-63). The disposition indicated above is changed to reflect a cutoff when the records are no longer needed for reference, rather than being cut off annually. The custodian of these records is the US Army Military Personnel Center; dialogue with that proponent indicates that their reference purposes are not served properly by the annual cutoff.</p>		
12.	<p><u>HUMAN SELF-DEVELOPMENT COUNCIL FILES (FN 722-04).</u> Rescinded.</p> <p><u>Rationale:</u> The Army no longer has such councils; the function has been discontinued.</p>		
13.	<p><u>COMMERCIAL BUSINESS SOLICITATION FILES (FN 725-07).</u> Documents relating to approval and disapproval of business solicitation activities on Army posts, camps, and stations. Included are requests for and authorization of accreditation and removal of accreditation of companies, agents, vendors, salesmen, and solicitors; and similar or related documents.</p> <p><u>Disposition:</u> Authorizations removed for cause: Destroy 2 years after expiration of suspension/termination. Others: Destroy when superseded by a new authorization, except that final authorizations will be destroyed 3 years after removal of accreditation.</p> <p><u>Rationale:</u> This corrects a printing error in the disposition (should have read "final" instead of "financial".) Also, the change in disposition above insures background continuity for a minimum period of four years (two years for the minimum suspension, and two additional years thereafter).</p>		
14.	<p><u>SEPARATION FILES (FN 727-02).</u> Copy 6 of DD Form 214 (Armed Forces of the United States Report of Transfer or Discharge). Included are worksheets and related documents.</p> <p><u>Disposition:</u> Destroy after 6 months.</p> <p><u>Rationale:</u> The description is reworded to more accurately identify the content of this record series.</p>		