

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

NC

7/15/80

LEAVE BLANK	
JOB NO	
	NC1-AU-80-50
DATE RECEIVED	July 15, 1980
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
Date	<i>Jul 17, 1980</i> <i>Richard Was</i> <small>Archivist of the United States</small>

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 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.

*11 Jul 80*

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy Oldaker</i>	E. TITLE
	GUY OLDAKER	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
1.	<p>PERSONAL CLOTHING RECORD FILES (FN 1416-34). Individual personal clothing record, DA Form 3078.</p> <p><u>Disposition:</u></p> <p>a. Installation Clothing Initial Issue Point: Destroy after 2 years.</p> <p>b. Unit of assignment: Destroy after 6 months, provided inventory has been accomplished without discrepancy.</p> <p><u>Background:</u></p> <p>We have found that the existing standard ("Destroy 2 years after individual is separated and has no further military status") is impossible to administer. The Installation Initial Issue Point has no means of tracking individuals to whom personal clothing is issued to determine when separation occurs or military status terminates. The indicated 2-year retention will serve the Army's reference requirements.</p>		

*Copy to NNM, Agency*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>ORGANIZATION CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE) FILES (FN 1416-37). Record of OCIE issued to an individual. Consists of DA Form 3645, Organization Clothing and Equipment Record.</p> <p><u>Disposition:</u></p> <p>a. Issue Point: Destroy 6 months after transfer of individual or other relief from accountability.</p> <p>b. Unit of assignment: Forward to gaining organization upon transfer. Destroy on separation of individual.</p> <p><u>Background:</u></p> <p>The retention requirement for this record differs from that of the personal clothing record (FN 1416-34). The Organization Clothing and Individual Equipment record has not heretofore been identified within the Army Functional Files System. Organization clothing and equipment is, for the most part, turned back in at the issue point upon transfer or separation of the individual; however, approximately 5 pieces of such clothing and equipment accompany the individual to any new assignment within the Army.</p>		