

REQUEST FOR RECORDS POSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NC1-AU-81-22	
DATE RECEIVED	
March 2, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-5-81 Date	<i>Robert W. May</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
 John G. Vos

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
24 Feb 81	<i>Guy B. Oldaker</i>	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.	REPORT OF SURVEY FILES (FN 308-02a, AR 340-18-3). Documents kept for the purpose of reviewing circumstances concerning the loss, unserviceability, or destruction of Government property or funds. They are also kept for determination of the question of pecuniary or other responsibility for the absence or condition of articles or funds, and action taken thereon, such as reports of survey boards of officers proceedings, and other documents concerning reports of survey. Note: Unless otherwise specified in AR735-11, final action on reports of survey includes initiation of prescribed action to collect the pecuniary charge. Disposition: Destroy files involving pecuniary liability 5 years after completion of final action. Destroy other files after 3 years.		
2.	REPORT OF SURVEY FILES (FN 1416-31, AR 340-18-14). Reports that describe the circumstances, and recommend action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents. Disposition: Destroy files involving pecuniary liability 5 years after completion of final action. Destroy other files after 3 years.		3 items

*Closed Out: 3-10-81: K.T.D.
 Copy to Agency*

#163

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
3.	<p>REPORT OF SURVEY CONTROL REGISTER FILES (FN 1416-32, AR 340-18-14). Registers and related documents maintained to control reports of survey.</p> <p><u>Disposition:</u> Destroy after 5 years.</p> <p><u>BACKGROUND:</u></p> <p>Current standards call for above record series to be retained for 10 years (pecuniary liability cases). This standard puts these records into the Federal Records Center System; however, under Army Regulation 735-11, an individual found pecuniarily liable has only 2 years to appeal. The proposed 5-year standard will (a) allow adequate time for total processing of the case, (b) remove these records from the Federal Records Center System, and (c) meet all administrative and legal requirements to protect both the individual concerned and the United States Government.</p>		