

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Doc 277101 ✓

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JOB NO	NCl-AU-81-25
DATE RECEIVED	March 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-5-82 Date	<i>[Signature]</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 43 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 27 Feb 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
1.	<p>INDIVIDUAL DECEASED PERSONNEL FILES (FN 611-01, AR 340-18-6). Documents pertaining to the death, recovery or nonrecovery, identification or nonidentification, preparation and disposition, funeral arrangements, burial locations, military honors, contacts with next-of-kin, and similar matters pertaining to the care of the remains of decedents. Although predominantly related to military personnel, this description includes similar documents created as a result of the Army's handling of any phase of the disposition of remains of dependents, civilian employees, or other personnel.</p> <p><u>Disposition:</u> a. Office performing Army-wide responsibility: Destroy after 75 years. Cut off on completion of burial arrangements, or upon determination that remains are non-recoverable.</p> <p>b. Temporary oversea cemeteries: Retain at in CFA at installation, until discontinuance; then transfer to oversea command records holding area forward to HQDA (DAAG-PED) upon discontinuance of installation.</p> <p>c. Other offices: Destroy 5 years after final disposition of remains, or 5 years after determination that remains are non-recoverable.</p> <p>Note. For records disposition purposes, oversea commands and intermediary channels will consider final disposition of remains as occurring when the remains leave their control.</p>		<p>Casualty and Memorial Affairs Directorate) who will destroy when no longer needed for current operations.</p> <p>7 items</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p><u>Background:</u> Records at temporary oversea cemeteries must be retained on-site in order to document disinterments, to provide continuity of record, and to support verification to next of kin, substantiation of identification of remains, etc., as required. (There is no essential change to dispositions "a" and "c" above).</p> <p>CEMETERY INTERMENT FILES (FN 611-02, AR 340-18-6). Documents relating to the permanent interment of a decedent. Included are cemetery-retained copies of DA Form 2122, transit permit, headstone data, agreement for burial, if applicable, and documents containing pertinent data concerning each decedent.</p> <p><u>Disposition:</u> Permanent. ^{Keep} Retain in CFA. Destroy when no longer needed for current operations.</p> <p><u>Background:</u> This new file title and description allow documents to be filed by date rather than alphabetically. This revised description is more realistic, and will provide for a more functional system. The permanent retention is requested as these files are needed to provide continuity of record to support actions and answer questions/inquiries from next of kin, Veterans Administration, Members of Congress, White House, other military departments and government agencies, and members of the public. No "end date" can be established wherein these records could be disposed of.</p>		
3.	<p>INTERMENT CONTROL FILES (FN 611-03, AR 340-18-6). Documents providing a central interment record of decedents ^{interred} in Army national cemeteries, post cemeteries, and soldiers' lots. Included are DA Forms 2122, and similar documents. _(records of interment and inurnment)</p> <p><u>Disposition:</u> Permanent. ^{Keep} Retain in CFA. Destroy when no longer needed for current operations.</p> <p><u>Background:</u> This is a change in description only (the permanent retention is already approved under Job # X AC 1-AU-78-79). The Army now has only two national cemeteries.</p>		<p>In coordination with DAAG-AMR-P, offer to the National Archives when no longer needed for current operations.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>INDIVIDUAL GRAVESITE RESERVATION FILES (FN 611-05, AR 340-18-6). Documents reflecting reservation of gravesites for individuals. Included are gravesite reservation forms, letters of cancellation, and similar documents.</p> <p>Disposition: a. Office ^{on cancellation or} performing Army-wide responsibility: Destroy ^{on receipt of report of interment} indicating utilization of gravesite.</p> <p>b. Cemeteries: Destroy on cancellation; ^{forward} with interment report to office performing Army-wide supervision on utilization of gravesite.</p> <p>Background: This is a minor change in disposition only, providing for destruction upon cancellation of the gravesite reservation, rather than having it filed in the Individual Deceased Personnel File.</p> <p><i>Ed Lesko (AGO/RMD) has agreed to all changes made in this schedule, 7 May & 19 June 1981.</i></p> <p><i>RWS</i> (R. W. Storm, Jr. NARS/NCD 19 JUNE 81)</p> <p><i>Further changes made in accordance with letter of 30 November 1981 from Guy B. Oldaker (DAAG-AMR-P) and with T/C 10 December 1981 between Ed Lesko and Robb Storm (NCD).</i></p> <p><i>RS</i> (Robb Storm NARS/NCD 10 Dec. '81)</p> <p><i>Further change made in accordance with T/C between E. Lesko and J. Wallace (NCD).</i></p> <p><i>JB 12/10/81</i></p>		