

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

|   |                                |
|---|--------------------------------|
| LEAVE BLANK   |                                |
| JOB NO.   |                                |
| NCl-AU-81-57  |                                |
| DATE RECEIVED   |                                |
| May 11, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |                                |
| Returned Without Action   |                                |
| Date  | 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

Office of The Adjutant General

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

John G. Vos

5. TEL. EXT.

325-6044  
0313

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                           |
| 5 May 81 | <i>Guy B. Oldaker</i>                 | Chief, Records Management Division |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | <p>TRAINING REPORTING FILES (FN 1002-05, AR 340-18-10). Documents showing strength and status of training for the active Army and reserve components. Included are training evaluation reports, National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and related documents.</p> <p><u>Disposition:</u></p> <p>a. Office performing Army-wide responsibility: Destroy after 10 years.</p> <p>b. Offices of major commands and major subordinate commands: Destroy after 5 years.</p> <p>c. Other offices: Destroy after 2 years.</p> <p><u>Background:</u></p> <p>a. The disposition standards currently shown in AR 340-18-10 for a, b, and c above are permanent, 5 years, and 2 years, respectively; these standards are, however, unapproved as these records have never been scheduled for Army. As part of the Permanent Files Review, an SF-115 was submitted on 21 Sep 77 (NCl-AU-78-2) recommending</p> |                      |                  |

3 items

115-107 No mass data change sheet required. Copy of job sent to agency as enclosure #182 to NCD's 11-3-83 letter. RAW

**Request for Records Disposition Authority - Continuation**

JOB NO.

PAGE OF  
2 of 2

| 7.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
|                | <p>a 10 year standard for the office exercising Army-wide responsibility, with no change for MACOMs and major subordinate commands, or other offices. The job was withdrawn on 18 April 1980 with the statement by NARS that "...these series are in machine readable form and will be scheduled as part of Army's comprehensive review of its machine readable records...".</p> <p>b. We have subsequently determined that, although some training reporting records are in machine readable form, there exist paper records of this type at all levels. This SF-115, therefore, resubmits Item # 9 of NCl-AU-78-2 for approval to cover these paper records.</p> |                            |                     |