

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

6/10/81

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	NC1-AU-81-60
DATE RECEIVED	June 10, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-29-81 Date	<i>Robert M. Max</i> Archivist of the United States

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.

325-6044

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 3 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
5 JUN 1981

D. SIGNATURE OF AGENCY REPRESENTATIVE
Guy B. Oldaker

E. TITLE
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>ARMY COMMUNITY SERVICE PROGRAM FILES (FN 725-09, AR 340-18-7).</p> <p>a. Documents about the Army Community Service Program on Army installations (except by-name case files, for which see FN 725-10). These records are created in operating and managing services dealing with--</p> <ul style="list-style-type: none"> (1) Information, referral, and follow-up. (2) Financial planning and assistance information. (3) Relocation assistance. (4) Assistance to handicapped dependents. (5) Information on Army Child Advocacy Program, retained for background in dealing with medical authorities handling individual cases. (6) Child support services. (7) Optional services such as emergency care, clothing, shelter, and transportation; counseling; sponsorship of Community Life Program, Neighborhood Association, and Consumer Arbitration Councils (where no other activity has formal proponenty); food stamp assistance; welcome visits; and special programs for handicapped dependents. <p>b. Included are--</p> <ul style="list-style-type: none"> (1) Volunteer agreements. (2) Volunteer time records. 	1 (AR 608-1)	

*Closed Out: 7-7-81: K.T.D.
Copy to Agency; NNM*

Request for Records Disposition Authority—Continuation

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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
2.	<p>(3) Volunteer service records. (4) ACS program reports and summaries. (5) Installation fact sheets. (6) Summary listing of facilities for the handicapped. (7) Lending closet property files. (8) ACS registration cards. (9) Day Care Center/preschool registration and health forms. (10) Child Care Center accounting and reporting documents. (11) Program facility reports, and USDA and Title XX agreement/management files. (12) Similar documents .</p> <p><u>Disposition (keyed to subparagraph b above):</u></p> <p>(1) Destroy on completion of new agreement or termination of volunteer status. (2) Return to volunteer after entry on permanent service record. (3) Return to volunteer upon transfer or separation. (4) Office requiring report (HQDA): Destroy summary/analysis reports* after 5 years, and destroy feeder reports after extraction of data. MACOM and Installation ACS Centers: Destroy after 2 years. (5) Destroy on supersession or obsolescence. (6) Destroy on supersession or obsolescence. (7) Use descriptions and dispositions for FN 1416-14 and 1416-16, AR 340-18-14. (8) Destroy on transfer, separation or retirement of individual. (9) Destroy superseded cards upon execution of new registration; destroy current card for withdrawn registrants after 1 year. (10) Use descriptions and dispositions for sub-functional category 314, Nonappropriated Fund Accounting Files, AR 340-18-3. (11) Destroy in CFA after 3 years. (12) Destroy when no longer needed for current operations.</p> <p>ACS CASE MANAGEMENT AND INTAKE FILES (FN 725-10, AR 340-18-7). All Personal Affairs case files, such as budget counseling, family and individual counseling files.</p> <p><u>Disposition:</u> Destroy 2 years after case closure.</p>		

* in CFA

Request for Records Disposition Authority - Continuation

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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
	<p><u>Background:</u></p> <p>a. The U.S. Army currently operates Army Community Service (ACS) centers at some 162 installations world-wide. This program is managed by The Adjutant General's Office and is established and operated as an appropriated fund activity. Each center consists of an ACS officer, a professional staff, and (unpaid) volunteer workers.</p> <p>b. The records created and maintained by ACS centers are, for the most part, distinctive and unique, and have not heretofore been scheduled. They are not of archival value, and none -- per the recommended disposition standards above -- will enter the Federal Records Center system. The program is guided by Army Regulation 608-1, Army Community Service Program, 1 October 1978, a copy of which is attached for NARS' use in evaluating this request.</p>		