

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

LEAVE BLANK	
JOB NO	NC1-AU-81-63
DATE RECEIVED	July 8, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-19-81 <i>Date</i>	<i>Robert W. Storm, Jr.</i> <i>Archivist of the United States</i>

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  
 Elizabeth A. Whitt

5. TEL. EXT.  
 325-6047

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 1 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 1 July 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</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>EMPLOYEE SERVICE RECORD FILES (file number 807-02, AR 340-18-8). Documents reflecting the service of civil service employees. Included are SF-7 and similar documents.</p> <p><i>Disposition: <del>Army units and activities in Belgium: Permanent. Do not retire. Destroy in agency when no longer needed.</del> Destroy 3 years after separation of employee or in accordance with foreign country's requirements, whichever is later.</i></p> <p><i>Background:</i></p> <p>1. Disposition of these records after 3 years (as prescribed by GRS Chapter 1, Item 2b) creates both legal and operational difficulties for units and activities located in Belgium. The Belgian Ministry requires permanent retention of the Employee Service Record, SF-7, for all Belgian nationals employed by Department of the Army. Apart from this, on-site retention is also required for rehire purposes, as this facilitates prompt identification of previous employees and their reasons for separation.</p> <p>2. Therefore, an exception to GRS 1, Item 2b is requested for US Army units and activities located in Belgium to allow on-site, permanent retention of these records.</p> <p><i>Elizabeth A. Whitt (AGO/RMD) has agreed to the amendment of this schedule. <i>EWJ</i></i></p> <p><i>Robert W. Storm, Jr. (NARS/NCD)</i>  <i>August 5, 1981</i>  <i>August 18, 1981</i></p>	<p><i>Deviation from GRS 1.26</i></p>	<p><i>1 item</i></p>