

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

9/8/81

LEAVE BLANK	
JOB NO	
NC1-AU-81-71	
DATE RECEIVED	
September 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-15-81 <i>Date</i>	<i>John G. Vos</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

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 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
20 Aug 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.	<p>CAREER MANAGEMENT INDIVIDUAL FILES (FN 708-08, AR 340-18-7). Documents relating to the career of the individual, assembled in a file to provide information required for ready reference by the office responsible for planning and determining career personnel actions, such as assignments, reassignments, details, classification, promotions, selection or nonselection, retention on active duty, and related career management activities. These files duplicate, in part, the basic information in the Official Military Personnel Folder. They also contain additional material used in monitoring the career of the individual, such as preference cards and statements, interview records or correspondence with the individual concerning present or future assignments and retention on active duty, and similar type documents. These files are maintained in control branches and are transferred to the gaining branch in the event the individual transfers to a new career branch.</p> <p><u>Disposition:</u> a. Active Army: Destroy upon separation from active duty.</p> <p>b. Reserve Components and CONUS Armies: Destroy upon change of component or when individual has no further service obligation.</p> <p align="right">Cont'd.....</p>		2 items

#196 Mass Data Change Sheet attached to annotated manual page to be transmitted to all FRC's (RG 338).  
Copy of job sent to NNM, 10/20/81, by RALW.  
Closed Out: 10-27-81: *KITD*

## 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
	<p><u>BACKGROUND:</u></p> <p>a. Although this record series has existed in the Army's filing structure for a number of years, it is -- as best we can determine -- unscheduled (i.e., no approved SF-115 has been identified).</p> <p>b. This request is submitted to change the existing disposition instruction, as shown in AR 340-18-7, to the simple instruction shown above. Our research has indicated that --</p> <p>(1) Once an individual has been released from the active Army to a Reserve Component, there is no need for the CMIF to be transferred to the headquarters that controls the reserve assignment, because the types of documents used for managing reservists differ substantially from those required for managing active personnel.</p> <p>(2) Upon separation from active duty (or, in the case of the Reserve Components and the CONUS Armies, upon change of component or when the individual has no further service obligation), the file ceases to have any further value.</p> <p>(3) All elements of the Army who manage career matters concur in the new disposition instruction.</p>		