

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI-AU-82-11
DATE RECEIVED	February 10, 1982
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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-26-83 Date	<i>Edler B. Noveck</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
Ed Lesko

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 4 FEB 82	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>The Office of the Chief of Staff, Army is presently converting all Chief of Staff Weekly Summary Articles, filed under FN 228-07, Command Reporting Files, to microform under MICRODIS 0197. These permanent files date back to 1952 with a backlog volume of 42,000 pages; annual volume, 1,500 pages. Other Army agencies will likely convert all their documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18-2.</p> <p>a. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. The original silver halide or duplicate silver halide microform and one diazo or vesicular copy will be retired to the appropriate Federal Records Center after the necessary quality checks have been performed and the microform has been verified for completeness and accuracy.</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
1	<p><u>COMMAND REPORTING FILES.</u> (FN 228-07, AR 340-18-2).</p> <p>Documents relating to command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations ^{and activities} of their commands. Included are command reports, special reports, comments, evaluations, recommendations, and copies of maps, directives, overlays, sketches, or photographs supporting the reports. <i>Command Reporting Files accumulated by the office of the Chief of Staff include Chief of Staff</i></p> <p><u>DISPOSITION:</u> <i>Weekly Summary Articles.</i></p> <p>a. Agencies not converting the data to microform:</p> <ol style="list-style-type: none">(1) Office performing Army-wide staff responsibility: Permanent.(2) Units in a combat environment or designated as combat support elements: Permanent.(3) Other offices: Destroy after 2 years. <p>b. Agencies converting the data to microform under an approved MICRODIS:</p> <ol style="list-style-type: none">(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.(2) Microforms:<ol style="list-style-type: none">(a) One silver halide microform set and one diazo or vesicular copy: Permanent.(b) Other microform copies: Destroy when no longer needed for current operations. <p><i>Permanent records will be offered NARS when 20 years old</i></p> <p><i>Film will be inspected in accordance with the requirements set forth in CFR 101-11.507-2.</i></p>	NC1-AU-78-65	