

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-82-19	
DATE RECEIVED <u>April 16, 1982</u> MARCH 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>5/3/82</u> Date	<u>[Signature]</u> 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 E. F. LESKO	5 TEL EXT 325-6044
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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 <u>31 March 81</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u> GUY B. OLDAKER	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>LOCATOR CARD FILES (FN 305-07, AR 340-18-3.) Cards prepared for each person on whom a military pay record or financial data record folder is received or initially opened. These cards are used for locator purposes and as receipts for military pay records placed in custody of the person to whom they pertain.</p> <p><u>Disposition:</u> Destroy 6 months after person is transferred from the paying jurisdiction.</p> <p><u>Background:</u> The present description/disposition for these files is: "Pay record index card files/Destroy 1 year after person is transferred from the paying jurisdiction." This request is a change in title description (description of documents contained in this file has not been changed) and disposition standards -- justifications: "Pay Record Index Card Files" should be changed to "Locator Card Files" since some field stations have been authorized to use locator listings produced by the Joint Uniform Military Pay System - Automated Supplemental System (JUMPS-JASS). The disposition of the locator cards (listings) should be changed to 6 months since the JUMPS-Army system can provide locator service to the field station by input of locator cards to the master military pay file. The turn around time is only 2 or 3 days which assures adequate locator capability. GAO concurrence attached.</p>		

*# 82-14
Closed Out. 5-5-82: KTD
Copy to Agency*

*No More Data
Change*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-82-19

SECTION I - ACTION TAKEN

1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3. **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4. **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>J Wallace</i>	<i>4/30/82</i>
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond Almarley</i>	<i>4/30/82</i>
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

This request provides for a reduction in retention period from 1 year to 6 months. I recommend approval. NNM's concurrence not required.