

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCL-AU-82-20	
DATE RECEIVED April 16, 1982 March 16, 1982	
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
5/3/82 <small>Date</small>	<i>Mark May</i> <small>Archivist of the United States</small>

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

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 31 March 80	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>TRANSMITTAL LETTER FILES (FN 305-06, AR 340-18-3). Documents used in transmitting allotment forms, authorization forms, and other papers that support, substantiate, or otherwise affect a person's pay.</p> <p><u>Disposition:</u> Destroy after 60 days.</p> <p><u>Background:</u> These files are presently destroyed after 6 months. This request is a change in disposition standards -- justifications: "TRANSMITTAL LETTERS (T/L) are used to control the flow of documents from unit commanders, military personnel offices and other document sources being forwarded to the finance office. All T/Ls are checked to insure that all documents attached are indicated on the T/L. Once the input is made to the Joint Uniform Military Pay System-Army (JUMPS-ARMY), based on attached documents, the T/Ls are no longer needed as the document is filed in the Personal Financial Record."</p> <p>GAO concurrence attached.</p>		

82-13
 Closed Out: 5-5-82: K.T.D.
 Copy to Agency

No More Data Change

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-AU-82-20

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>	4/30/82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	4/30/82
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

This request provides for a reduction in retention period. I recommend approval. NNM's concurrence not required.