

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AU-82-22
DATE RECEIVED	MAY 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-28-82 Date	<i>Robert M. May</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
Phil Burnam

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 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 May 14, 1982	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
	<p>New File number</p> <p>101-26 Access control records. Documents used to maintain accountability for keys, inventory keys and locks, and to record entry into containers or vaults. These records are used in the physical security of conventional arms, ammunition, explosives, medically sensitive material storage program.</p> <p>a. Key control registers. Destroy 90 days after return of all keys.</p> <p>b. Key and lock inventory records. Destroy after 1 year.</p> <p>c. Forms used to record entry into vaults or containers. Destroy upon completion of first entry on new form.</p> <p>Background - Records relating to measures taken to control access to containers or vaults containing conventional arms, ammunition, explosives, and medically sensitive materials are not presently covered in the AR 340-18 series. These records are generated as part of the physical security programs covered in the AR 190 series.</p>	<p>Denation</p> <p>ISRS 18, Item 17</p>	<p>11</p>

No Mass Data Change Requested

#82-17
Closed Out: 6-8-82: K.T.D.
Copy to Agency

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-AU-82-22

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>	5/21/82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond Abrodos</i>	5/21/82
CONCURRENCES	ACTING DIRECTOR - NNM	<i>Robert Wolfe</i>	5/26/82

SECTION III - APPRAISER'S COMMENTS

This disposition request seeks disposal authority for a routine administrative file, Access Control Records, FN 101-26. I recommend approval.

Items 1a and 1b involve acceptable deviations from GRS 18, Item 17.