

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

LEAVE BLANK	
JOB NO	NCI-AU-83-1
DATE RECEIVED	10/22/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-8-82 <i>Date</i>	<i>Robert M. Ware</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  
Gerre Turney

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 8/2/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E TITLE 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><u>Storm study files.</u> (FN 1514-09). Studies of storms of major flood producing potential. Included are preliminary and final storm studies and related correspondence.</p> <p>DISPOSITION: <b>A.</b> Offices not converting data to microform:</p> <p>1. Preliminary studies: Destroy upon completion of a final study.</p> <p>2. Final studies: Permanent. Retire upon discontinuance of the function. Offer NARS in 5 year blocks when 20-25 years old.</p> <p><b>B.</b> Offices converting data to microform under an approved MICRODIS:</p> <p>1. Original documents: Destroy after verification that the microform is an adequate substitute for the original documents.</p> <p>2. Original silver halide, or duplicate silver halide microform, and one diazo or vesicular copy. Permanent. Offer in 5 year blocks when 20-25 years old.</p> <p>3. Other microform copies: Destroy when no longer needed for current operations.</p> <p>Under provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. The proposed disposition standard provides for both the original records and microform. This certifies that the records will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Subpart 101-11.507-2, Inspection, requires the first inspection to be conducted 2 years after film is produced.</p>	NCI-AU-79-5	<p>granted authority to Army to substitute film for paper)</p> <p>offer in 5 year</p> <p>6 items</p>

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
**NCL-AU-83-1**

**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

Items 1a(2) and 1b(2)

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>Gene Nelson</i>	11-1-82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Mosley</i>	11/2/82
CONCURRENCES	NMBR	<i>Charles Sutt</i>	11/2/82
	NNM	<i>Garron Ryan</i>	11/8/82

**SECTION III – APPRAISER'S COMMENTS**