

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-AU-83-5</i>	
DATE RECEIVED <i>11/10/82</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>Genl 84</i> Date	<i>Robert M. Ware</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

5 TEL EXT

Gerre Turney

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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
3 Nov 82	<i>Guy B. Oldaker</i>	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>Real property title/historical files. (FN 1504-05). Files documenting the condition of title and history of the acquisition, management, and disposal of real property maintained.</p> <p><u>Disposition:</u></p> <p>a. Records maintained by US Army Corps of Engineers Divisions and Districts having operational real estate responsibility: <i>In conjunction with DAAG-AMR-P,</i></p> <p>(1) Records predating 1917. Permanent. Cut off upon unconditional disposal of property. <i>offer NARS when no longer needed for current operations.</i></p> <p>(2) Records dated 1917 and later: Destroy 10 years after unconditional disposal of property. <i>GRS 3, Item 2b</i></p> <p>b. Copies maintained by other offices: Destroy when no longer needed for current operations.</p> <p>c. Records presently located in the Federal Records Center system <i>as of 1/1/85:</i></p> <p>JUSTIFICATION: Real Estate Title Records and Realty Historical Records previously maintained at OCE have been consolidated and decentralized to the Corps field activity having operational Real Estate responsibilities.</p>		

Army copy sent 10/3/84 gm

*Changes made with Army concurrence gm 8/20/84
sent copies to NARS & NNM 11/20/84 cld*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO

PAGE

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GFS OP SUPERSEDED JOB CITATION	OF 10 ACTION TAKEN <i>(NARS USE ONLY)</i>
lc	<p>1. Records predating 1917: Permanent. Offer NARS immediately.</p> <p>2. Records dated 1917 and later: Retain until 2035 at which time records will be reviewed for possible destruction.</p> <p>d. Indexes to Real Property Title Files accumulated by the Judge Advocate General's Office and subsequently transferred to the Corps of Engineers:</p> <p>1. Indexes pertaining to records already in NARS legal custody or to records that are permanent pursuant to Items la(1) or lc(1) of this schedule: Permanent. Offer NARS when no longer needed for current operations.</p> <p>2. All other indexes: Destroy when no longer needed for current operations.</p> <p><u>JUSTIFICATION:</u> Real Estate Title Records and Realty Historical Records previously maintained at OCE have been consolidated and decentralized to the Corps field activity having operational Real Estate responsibilities.</p> <p>The records from OCE are to be consolidated into the Real Estate file presently maintained by the Corps field activity. As a result of this transfer of operational functions from OCE, we are taking the following actions.</p> <p>a. File Number 1504-02, Real Estate Title Files is rescinded.</p> <p>b. File Number 1504-06, Division Realty Historical Files is rescinded.</p> <p>c. File Number 1504-07, OCE Realty Historical Files is rescinded.</p> <p>d. File Number 1504-05, Real Property Title/Historical Files, has been broadened to cover the Real Estate Title and Historical Files decentralized from OCE and is contained in this SF 115. The 1917 cutoff for records considered as archival is based on information provided by Mr. Jerry Nashorn of your office.</p>		<p>Deviation from GRS 3, item 2b</p>