

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCT-AU-83-8</i>	
DATE RECEIVED <i>12/8/82</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>1-12-83</i> Date	<i>[Signature]</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

Office of The Adjutant General

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

John G. Vos

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 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 <i>22 Nov 82</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>P. H. Berman</i>	E TITLE JOHN HENRY HATCHER, Ph.D. Archivist of the Army
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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><u>FILE #:</u> 1422-04 (AR 340-18-14)</p> <p><u>DESCRIPTION:</u> AMMUNITION DATA CARD FILES. Cards containing information on the nomenclature, characteristics, drawing and specification number, lot number, quantity, names of manufacturers, and other data on each lot of ammunition, ammunition components, and explosives held in storage. (no change to description)</p> <p><u>DISPOSITION:</u> a. Ammunition Storage Activities: Destroy one year after ammunition lot has been exhausted locally.</p> <p>b. Ammunition Data Card Repository: Retain in CFA. Destroy 75 years after acceptance of ammunition lot. <i>Do not retire to a Federal records center.</i></p> <p><u>RATIONALE:</u> The above change to the disposition standard for these records is requested in order to more accurately provide for the retention of these valuable records. Heretofore, and for many years, the standard has been "Destroy 1 year after ammunition lot is exhausted" for all users of the record. However, the lot card is maintained</p>		<i>2 items</i>

*#83-7 Copy to agency, 1-27-83; 68.
Mass Data Change Sheet Not Required*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>in two places: the storage site, and the master Data Card Repository (Rock Island, IL). The custodian of the master repository has no mechanism available to tell when a lot has been expended, as that lot is sent to the field and may exist for many years before being exhausted or condemned/destroyed. Malfunction investigations at any time may require production of the master data card, and there is no statute of limitations on the conduct of such investigations. The US Army Armament Materiel Readiness Command (ARRCOM) at Rock Island requires long-term retention of these records for mission accomplishment, such as facilitating malfunction investigations, performing suspension and restriction actions, conducting reliability studies, developing test programs, facilitating criminal investigations, legal proceedings, etc. Requests for an average of 1,500 data cards are received and filled by ARRCOM each month.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-8

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>James Nash</i>	1-10-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	1/11/83
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

NN concurrence is not required since this job pertains to housekeeping records that already have been approved for disposal.