

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

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

Cliff Jones

5. TEL EXT

325-6044

LEAVE BLANK	
JOB NO <b>NCI-AU-83-13</b>	
DATE RECEIVED <b>3/8/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>3-11-83</b> Date	<i>[Signature]</i> Archivist of the United States

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 <b>16 FEB 1983</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Acting Chief, Records Management Division
	JOHN HENRY HATCHER, Ph.D	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><b>BACKGROUND:</b> File numbers 220-11 - Records management systems files, and 220-16 - Office equipment management files, are being merged to form a revised FN 220-11 - (New title) - Administrative systems and equipment management files. The Army desires to include event dispositions such as "Destroy after system is no longer in effect or archival film testing is no longer required." This is a <u>deviation from GRS 16.11 and 16.14</u>. Request approval of the disposition standards as indicated below:</p> <p><b>DESCRIPTION:</b> FN 220-11 - Administrative systems and equipment management files.</p> <p>Documents relating to appraisals, procedures, and management of administrative systems and equipment. These documents accumulate in offices which review and/or approve requests for administrative systems and equipment. Included are feasibility and application studies, proposals and requests, approvals/disapprovals, reports, inventories, and similar documents.</p>	<p>NN-172-33</p> <p>Deviation</p> <p>MRS 16/11 &amp; 14</p>	

*Mass Dat. Change worked*

*# 83-11*

*not needed*

*Copy to agency 3-22-83/88*

*13 items*

Request for Records Disposition Authority - Continuation	JOB NO	PAGE OF 2 of 2	
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><u>DISPOSITION</u></p> <p>a. Micrographic systems and equipment.</p> <p>Approved systems and equipment: Destroy after system is no longer in effect or archival film testing is no longer required. Disapproved systems and equipment: Destroy after 2 years.</p> <p>b. Word processing systems and equipment.</p> <p>Approved systems and equipment:</p> <p>a. Feasibility studies and supporting documents: Destroy in CFA 5 years after completion of study. b. Record copy of approval documents: Destroy after system is no longer in effect. c. Other documents: Destroy when no longer needed. Disapproved systems and equipment: Destroy after 2 years.</p> <p>c. Office copiers.</p> <p>Approved systems and equipment:</p> <p>a. Request and approval documents: Destroy on disposal of equipment. b. Other documents: Destroy when no longer needed. Disapproved systems and equipment: Destroy after 1 year.</p> <p>d. Standard filing equipment.</p> <p>Approved equipment: Destroy after 1 year. Disapproved equipment: Destroy after 1 year.</p> <p>e. Non-standard filing equipment.</p> <p>Approved equipment: Destroy on disposal of equipment. Disapproved equipment: Destroy after 1 year.</p>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NCL-AU-83-13

**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 Noel</i>	3-10-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Madley</i>	3/10/83
CONCURRENCES			

**SECTION III - APPRAISER'S COMMENTS**

This job changes series descriptions and disposition instructions for facilitative records that pertain to the management of office systems and equipment. These records already are scheduled for disposal in Army's records control schedule and General Records Schedule 16, Items 11 and 14, and, therefore, NNM concurrence is not required.