

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO | NCI-AU-83-14 |
| DATE RECEIVED | 3/8/83 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |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>Withdrawn</i> | |
| Date | 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 28 FEB 1983 | D SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i> | E TITLE Archivist of the Army |
|-----------------------|---|----------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|--------------|---|--------------------------|--------------------|
| 1. | <p>AR 340-18-7, Maintenance and Disposition of Military Personnel Functional Files, consolidation of two existing approved file numbers into one new file number as follows:</p> <p><u>File #</u>: 713-11</p> <p><u>Description</u>: TEST DEVELOPMENT AND BACKGROUND DATA FILES. Information on the development, coordination, analysis, and management of both specific tests or test items, and Army-wide test programs. Included are documents showing development, establishment, approval, procedures, coordinations with other agencies, record copy of test or test items, test aids, test announcements, and related documents.</p> <p><u>Disposition</u>: a. Office responsible for developing specific tests or test items, and offices with Army-wide responsibility: Permanent. Cut off when test is discontinued. b. Other offices: Destroy after 2 years.</p> <p><u>Background</u>: A redundancy exists between two existing record series in the testing area: 713-01, TEST DEVELOPMENT FILES (Permanent, per NCI-AU-79-21, 3-20-80), and 713-09, TEST BACKGROUND DATA FILES (Destroy after 25 years, per NC-AU-75-33, 8-5-75). The duplication exists</p> | | |

#83-12

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 |
|----------------|---|--------------------------|--------------------|
| 1. (Cont'd) | in that an agency developing a test must maintain records indicating coordination, background, specific development actions, etc., under both numbers. In one case which has been called to our attention, at Defense Language Institute, Presidio of Monterey, CA, language tests are developed, approved, and implemented; the records representing the total development effort under 713-01 are retired to WNRC three years later, and are thus unavailable for the continuous evaluation and analysis for the purposes of management improvement under file number 713-09. Therefore, the developmental record under 713-01 must be reproduced and the copy retained under 713-09 to serve the evaluation purpose. | | |

GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICES

PAGE
____ OF ____ PAGES

INTRASERVICE MEMORANDUM AND ENDORSEMENT

SUBJECT OR TRANSACTION

NC1-AU-83-14

FROM TO DATE AND MESSAGE

RWK

GDR

November 8, 1983. NCD's proposal pinpoints a weakness in the present appraisal system and offers a means for correcting it that will be much less onerous and require less paperwork than the present method, which would demand special internal disposal jobs in every instance where non-archival material turned up in an accession. At the same time it puts a responsibility on us to make sure we justify our actions whenever we exercise this blanket authority. It seems to me we would be well advised to document carefully for the record what we are proposing to dispose of in each instance, and of course we will still have to get Army concurrence. There are thus advantages and concomitant disadvantages to the proposal. Possibly the former outweigh the latter. At any rate I believe it would be worth giving a try.

As you say, it may be desirable to circulate this and get other opinions, since it has an effect on basic policies and procedures and will have an impact on branch operations. On second thought, perhaps having it discussed at a meeting of branch chiefs will elicit reactions more promptly. I ought to be kept informed also.

Robert W. Krauskopf

NNM

NNMF
NNMH
NNMO
NNMS

11/14/83. In order to expedite reply I am sending relevant documentation to each of you and requesting a reply, if you choose to do so, by COB 11/18/83
C. Meyer

GDR

RK

11/21/83 Only NNMO & NNMH replied by noon
(Over)

ROUTING AND TRANSMITTAL SLIP

Date

9-1-83

| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
|---|------------|--------|
| 1. NNMH | <i>etc</i> | 9/3/83 |
| 2. NNMH | | |
| 3. NNM (GDR) | | |
| 4. NNM (RWK) | | |
| 5. | | |

| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

NC1-AU-83-14 circulated for comment

RK

Will you please buy memo indicating our agreement with respondents
 Thanks. *c*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

| | |
|---|-----------------------|
| FROM: (Name, org. symbol, Agency/Post) <i>etc</i> NIM | Room No.—Bldg. 20W |
| | Phone No. |