

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

#122

LEAVE BLANK	
JOB NO. NCI-AU-83-17	
DATE RECEIVED 3/29/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-25-83 Date	<i>Robert K. [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

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 21 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
21 Mar 83	<i>John Henry Hatcher</i>	Acting 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>Foreign national tour arrangement files. (FN 514-02)</u></p> <p>Documents on arrangements for VIP and other foreign nationals to visit Army installations, activities, and contractor facilities at US Government expense. Included are--</p> <ul style="list-style-type: none"> a. Invitations for tours. b. Itineraries. c. Security clearances. d. Assignment of tour directors. e. Related papers. <p>NOTE: Reports prepared by tour directors and escort officers, use FN 514-03.</p> <p>Disposition:</p> <p>a. OACSI and major command headquarters responsible for special tour programs: Destroy after 20 years.</p> <p>b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> <p style="font-size: 1.2em; font-style: italic;">Mass Data Change sheet sent with annotated page change</p>		6 items

Sent to NNM, NNB + Agency 5-24-83 DMW

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p>Foreign national visit reporting files. (FN 514-03)</p> <p>Reports concerning visits by foreign nationals and foreign representatives to Army installations, including reports prepared by tour directors and escort officers.</p> <p>Disposition:</p> <p>a. OACSI and major command headquarters responsible for special tour programs: Permanent. Offer to NARS in 5 year blocks when 20-25 years old.</p> <p>b. Other offices: Destroy after 2 years.</p> <p>Permanent records accumulate at an annual rate of ca. 6-12 inches.</p>		
3	<p>Foreign national protocol files. (FN 514-06)</p> <p>Documents on matters of protocol as it effects foreign representatives. Included are --</p> <p>a. Invitations and other courtesies</p> <p>b. Honors conferred</p> <p>c. Ceremonies involving foreign representatives</p> <p>d. Related matters</p> <p>Disposition:</p> <p>a. OACSI: Destroy after 10 years in CFA.</p> <p>b. Other offices: Destroy after 2 years.</p>		