

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO. | NCI-AU-83-20 |
| DATE RECEIVED | 4/11/83 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| 4-21-83 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

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 1 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 |
| 29 Mar 83 | <i>[Signature]</i> | Archivist of the Army |
| | DR. JOHN HENRY HATCHER | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1 | <p><u>Military Guide Specifications Files.</u> (FN 1515-08) Specifications and related correspondence used as guides for military construction contract specifications. <u>Disposition:</u></p> <p>a. HQUSACE/OCE&Huntsville Division: Cut off on supersession or obsolescence as reference needs require. Destroy after 7 years.</p> <p>b. Other offices:</p> <p>1. Correspondence: Destroy after 2 years.</p> <p>2. Specifications: Destroy when no longer needed for current operations.</p> <p><u>JUSTIFICATION:</u> HQUSACE and Huntsville Division (HND) share responsibility for the administration, development, preparation, and maintenance of military guide specifications. The addition of HND provides appropriate disposition for records maintained by HND; and frequent inquiries on military guide specifications are received for up to 7 years. The above meets present Army requirements. (Prior Job #NCI-AU-81-50).</p> | | |

Mass Data Change Sheet Attached

Sent to 4KR, NCW 5/24/83 by DMW. Agency sent out 6/1 by DMW

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-20

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>Jean E. Keeting</i> | 4-19-83 |
| | DIRECTOR, RECORDS DISPOSITION DIVISION | <i>Jean E. Keeting, Acting</i> | 4/19/83 |
| CONCURRENCES | | | |
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SECTION III - APPRAISER'S COMMENTS

This job merely provides for a short increase in the retention period of records which were scheduled for disposal in NCL-AU-81-50. Since these files already have been appraised as temporary, NRM concurrence is not required.