

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-AU-83-41	
DATE RECEIVED 2/14/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
29 SEP 1983 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	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31 May 83	<i>[Signature]</i> DR. JOHN HENRY HATCHER	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>Claim reporting files. (FN 403-03) Documents containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are--a. Copies of reports kept by reporting office; b. Report consolidations and summaries prepared or kept by OTJAG; and c. Papers directly related to the reports.</p> <p>DISPOSITION: OTJAG: a. Consolidations and summaries: Permanent. <i>Destroy when no longer needed for current operations.</i> b. Other offices: Destroy after 2 years.</p> <p>BACKGROUND: These files relate to the investigation of accidents or incidents which may result in claims in favor of or against the Government, and the subsequent processing and settlement of claims. They are gathered according to AR 27-20, AR 65-1, and AR 230-16. They are gathered in the Legal Claims office. There are 26 linear ft on hand with a projected increase of 3 cuft.</p> <p>Request approval for permanent retention under the permanent files review program.</p> <p><i>Changes made with TAGO approval 9/15/83 Mass Data Change Sheet Not Needed</i></p>		NCI-AU-79-7	

Agency sent 10-13-83 by DMW.

JOB NO

NC144-79-7

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED OCT 30 1978

1. FROM (AGENCY OR ESTABLISHMENT) Department of the Army

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION Office of The Adjutant General

To 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.

3. MINOR SUBDIVISION Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER R. Bonnell

5. TEL. EXT. 693-1938

3-11-80 Date James P. O'Leary 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 5 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
[X] B Request for disposal after a specified period of time or request for permanent retention

C. DATE 11 Oct 78 D. SIGNATURE OF AGENCY REPRESENTATIVE GUY B. OLDAKER Chief, Records Management Division

Table with 3 columns: 7. ITEM NO., 8. SAMPLE OR ACTION TAKEN, 9. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods). Contains text: 'The files series descriptions and disposition instructions contained on the attached 4 pages relate to documentation of legal and information functions performed in the Army. Request approval of permanent retention. The files covered by this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently unscheduled files. Assisting this division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives and Records Service. FN 403-03 412-12 413-02 413-03 9 items'

Copy to NAB NNM Closed 3/18/84 Army copy sent 3/12/80 gm

INSTRUCTIONS

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p><u>403-03</u> Claim reporting files. Documents containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are copies of reports retained by reporting offices, report consolidations and summaries prepared or retained by TJAGO, and papers directly related to the reports.</p> <p><i>a.</i> TJAGO: Destroy after 2 years, except that consolidations and summaries are permanent. <i>b.</i> Other offices: Destroy after 2 years.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Claims Service, Fort Meade, Md</p>
<p>3. CURRENT VOLUME.</p>	<p>29 cu ft of index cards prior to 1971 current file is on ADP tape, continually updated</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha and numeric on tape</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 403-02; AR 27-20</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-79-7

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.

Items 3a and 4a

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.

Items 1 and 2

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>George Noel</i>	3-5-80
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>[Signature]</i>	3/8/80
CONCURRENCES	Director, NNM	<i>[Signature]</i>	3/16/80

SECTION III - APPRAISER'S COMMENTS

Army should submit an SF 115 that provides for the eventual destruction of records filed under FNs 403-03a and 412-12a since we have determined that these records do not merit permanent retention.

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-41

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>Gene Wade</i>	9/28/83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Mordery</i>	9/28/83
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

This series, which consists of statistics pertaining to claims against the Army, was appraised as temporary in NCL-AU-79-7. Accordingly, this job, which schedules these records for eventual disposal, does not require NNM concurrence.