

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-83-51	
DATE RECEIVED 8/22/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
14 SEP 1983	<i>[Signature]</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
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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
4 Aug 83	<i>[Signature]</i>	JOHN HENRY HATCHER, Ph.D. 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>File #: 404-08, AR 340-18-4 and AR 340-2</p> <p>Title: NONJUDICIAL PUNISHMENT FILES</p> <p>Description: Copies of DA Form 2627, Record of Proceedings under Article 15, UCMJ, retained by a unit for the purpose of monitoring suspended punishments under nonjudicial punishment.</p> <p>Disposition: Withdraw individual actions and destroy upon expiration of period of suspension, unless withdrawn earlier for forwarding with supplementary action.</p> <p>Remarks: This category of records results from publication in September, 1982 of a revision of AR 27-10, Military Justice. These records are created and maintained at the lowest levels of the Army (companies, batteries, troops, detachments, etc) and are used to monitor punishments which are meted out by Commanders for minor offenses.</p>			

#83-53

Agency sent 9-27-83 by DMW.

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-51

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>Robert W. Garry</i>	September 9, 1983
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	9/9/83
CONCURRENCES	NNM	<i>Garry</i>	9/13/83

SECTION III - APPRAISER'S COMMENTS

In NCL-AU-83-51, the Army requests the addition of a disposable series of records (File Number 404-08) to its disposition manual. Nonjudicial Punishment Files would schedule the ephemeral forms which record minor punishments ordered, then suspended, by unit commanders. The short retention period is in keeping with approved dispositions for similar records in other agencies (as, for example, Navy's SSIC 5812[1]).

As the retention period proposed for this merely-facilitative series will satisfy the Army's administrative needs, I recommend that this request be approved.