

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

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

JOB NO

NCI-AU-83-56

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

DATE RECEIVED

9/6/83

2 MAJOR SUBDIVISION

The Adjutant General Center

NOTIFICATION TO AGENCY

3 MINOR SUBDIVISION

Records Management Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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 NAME OF PERSON WITH WHOM TO CONFER

Jean Carson

5 TEL EXT

325-6044

9-28-83
Date

Robert M. [Signature]
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 _____ 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
15 Aug 83	<i>[Signature]</i> JOHN HENRY HATCHER, PhD	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
	<p>File No. 1108-06 (Postal Activity Reporting Files). Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System (MAMAS), Postal Activity Reporting System (PARS), and related documents.</p> <p><u>Proposed disposition:</u> Office performing Army-wide responsibility: a. MAMAS: Destroy after 3 years. b. PARS: Destroy after 2 years. Other offices: Destroy after 2 years.</p> <p><u>BACKGROUND:</u> The proposed disposition reduces the retention timeframe at Army-wide level from 6 years to 3 & 2 years for "MAMAS" & "PARS" respectively. The need to refer to details of mail dispatched prior to the most recent 3 years or to postal operating data prior to the most recent 2 years has not been evidenced for several years. Traditionally, all financial accounts covering mail dispatches are settled within three years.</p>		

115-107

MASS DATA CHANGE #83-54 UNNECESSARY.
Agency sent 10-13-83 by DMW.

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-56

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. [unclear]</i>	Sept. 26, 1983
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond [unclear]</i>	9/27/83
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

In NCL-AU-83-56, the Army requests permission to divide an approved disposition and reduce the retention periods, while slightly modifying the description of the records affected. Reports which contain data on postal activity were approved, by NN-172-19, for 6 years' retention in the office performing Army-wide staff responsibility. The present request recognizes that those reports consist of 2 sets of reports and related papers and asks that the 6-year retention be cut to 3 and 2 years. Reports and related papers held at other offices would still be destroyed after 2 years, as now. The 1-year retention period prescribed by GRS 12/6d will not suffice for military needs, as the Army still uses these reports for budgetary purposes as well as planning.

I recommend approval of NCL-AU-83-56. As the records affected by this request were declared disposable by NN-172-19, NNM's concurrence in this recommendation is unnecessary.