**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

**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 Center

3 **MINOR SUBDIVISION**  
Records Management Division

4 **NAME OF PERSON WITH WHOM TO CONFER**  
Jean Carson  
325-6044

5 **TEL EXT**

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

7 **DATE**

8 **DESCRIPTION OF ITEM** (With Inclusive Dates or Retention Periods)

9 **SAMPLE OR JOB NO**

10 **ACTION TAKEN**

- 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.

**Proposed disposition:**
Office performing Army-wide responsibility:
- a. MAMAS: Destroy after 3 years.
- b. PARS: Destroy after 2 years.
Other offices: Destroy after 2 years.

**BACKGROUND:** 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.

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**MASS DATA CHANGE #83-54 UNNECESSARY.**

Agency sent 10-13-83 by DMW.
In NCI-ÀU-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 NCI-ÀU-83-56. As the records affected by this request were declared disposable by NN-172-19, NNM's concurrence in this recommendation is unnecessary.