

**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's Office

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Cliff Jones

5 TEL EXT

325-0313

LEAVE BLANK	
JOB NO <b>NCI-AU-84-3</b>	
DATE RECEIVED <b>11/12/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>11-30-83</b> Date	<i>Robert W. [Signature]</i> 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 2 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 <b>11/12/83</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E. TITLE Archivist of the Army
	JOHN HENRY HATCHER, Ph.D	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><b>BACKGROUND:</b> File Number - 216-05 Internal control systems files. This is a new file number being developed by the Army to bring records under The Army Functional Files System that are generated in accordance with AR 11-2, Internal Control Systems. This is a new regulation that requires vulnerability assessments of the internal control systems be conducted biennially. These are followed 12 months later by internal control reviews of all highly vulnerable assessable units.</p> <p><b>DESCRIPTION:</b> 216-05 Internal control system files. Information created in the course of operating an internal control program as prescribed by AR 11-2. This information concerns controls which assure Army management that laws, regulations, and policies are followed; transactions are carried out; resources are safeguarded from unauthorized use or disposition; financial and statistical records and reports are reliable and accurate; and that resources are efficiently and effectively managed. Included are vulnerability assessments (VA), internal control reviews (ICR), plans and schedules, feeder state-</p>		

115-107 Agency, NNBA NNM sent 12-2-83 by DMW. #84-2

MASS Data Change Sheet Not Needed

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>ments, reports, and similar information.</p> <p>Disposition:</p> <p>A. Office performing Army-wide responsibility</p> <ol style="list-style-type: none"> <li>1. Secretary of the Army's annual statement: Permanent. Offer NARS in 5 year blocks when 20-25 years old.</li> <li>2. All other records: Destroy after 3 years.</li> </ol> <p>B. Other offices.</p> <ol style="list-style-type: none"> <li>1. VAs and ICRs: Destroy after next VA except ICRs will be retained if needed to substantiate subsequent VAs.</li> <li>2. Feeder statements, reports, and other records: Destroy when no longer needed.</li> </ol> <p>Permanent records are arranged chronologically by year and accumulate at an annual rate of less than 1 inch.</p>		