

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

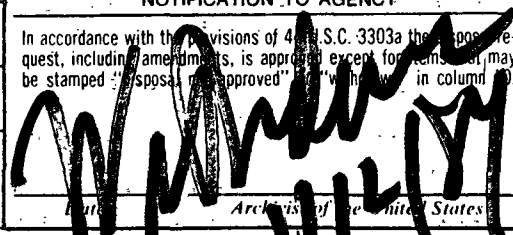
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Cliff Jones

5. TEL. EXT.

325-0313

LEAVE BLANK	
JOB NO.	NCI-AU-84-9
DATE RECEIVED	12/6/83
NOTIFICATION TO AGENCY	
<small>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" with the date in column 10.</small>	
 Date: _____ 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.

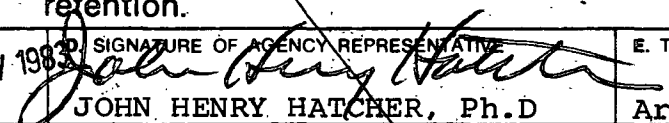
A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

22 NOV 1983

D. SIGNATURE OF AGENCY REPRESENTATIVE



E. TITLE

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>210-05 Congressional budget justification files.</p> <p>BACKGROUND: The Office of the Comptroller of the Army is presently converting documents that are filed under FN 210-05 Congressional budget justification files to microform under MICRODIS 5086. Other Army offices responsible for presenting the justification or testimony will likely request authority to convert documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18. The records described on this form will be microfilmed in accordance with the standards set forth in Subpart 101-11.506-3, FPMR and inspected in accordance with Subpart 101-11.507-2.</p>	<p>NC-AU-75-3</p> <p>NCI-AU-78-29</p>	

Withdrawn

#84-5

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>210-05 Congressional budget justification files.</p> <p><u>DESCRIPTION:</u> Documents accumulated by DA Staff agencies and to a lesser extent by operating agencies in defending DA budget estimates before Congress and Congressional Committees. Included are copies of opening statements; documents reflecting expected questions and answers thereto; prepared testimony; coordinating actions; resumes of Congressional hearings; and related information.</p> <p>Note: Similar documents accumulated in non-programming and budgeting channels (i.e., offices responsible for staff supervision of the process or item being justified to the Congress) should be filed in the appropriate functional files for that item or process.</p> <p><u>DISPOSITION:</u></p> <p>a. Office of the Comptroller of the Army and office responsible for presenting the justification or testimony that are not converting the information to microform: Permanent.</p> <p>b. Office of the Comptroller of the Army and office responsible for presenting the justification or testimony that are converting the information to microform under an approved micrographic system:</p> <p>1. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.</p> <p>2. Microforms:</p> <p>(a) One silver-halide microform set and one diazo or vesicular copy: Permanent.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>C. Other offices: Destroy after 2 years.</p> <p>Permanent records will be offered NARS after 20 years as called for in NCI-AU-78-29.</p>		