

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-84-25	
DATE RECEIVED 3/19/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4/12/84 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
325-0440

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 15 MAR 1984	D SIGNATURE OF AGENCY REPRESENTATIVE 	E TITLE JOHN HENRY HATCHER, Ph.D. Archivist of the Army
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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>New record series to be described in Appendix G, AR 340-18:</p> <p><u>File number:</u> 606-14</p> <p><u>Title:</u> Diving Records</p> <p><u>Description:</u> Organizational or activity records of dives made by qualified divers. This record accumulates data for later analysis, and serves as a source for later verification of dives made by an individual. Included are diving logs, diving log worksheets, and related information.</p> <p><u>Disposition:</u></p> <p>a. Diving logs: Destroy after 20 years.</p> <p>b. Diving log worksheets and related information: Destroy when no longer needed for current operations.</p> <p><u>Remarks:</u> These records have never previously been described and scheduled in the Army's records system. They are created and maintained by the Army's Transportation Corps and by the Corps of Engineers. The original diving log (DA Form 1262, sample attached) is needed to verify requests for diving record information by former soldiers and prospective employers.</p>	1	2

115-107 Agency sent 4-16-84 by DMW, #84-23
 Mass Data Change Sheet Not Needed

STANDARD FORM 115
 Revised April, 1975
 Prescribed by General Services Administration
 (41 CFR) 101-11.4