

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-84-32	
DATE RECEIVED 4/24/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date <i>May 1 84</i>	<i>[Signature]</i> 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

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

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 <i>12 Apr 84</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	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>BACKGROUND: In response to your letter dated 23 Feb 84 and the withdrawal of job NCI-AU-83-22, the Army proposes the following change to the disposition instructions for file number 217-01 (Management survey case files).</p> <p>217-01 Management survey case files</p> <p>DESCRIPTION: Documents relating to the systematic formal review of organizational structure or operational procedures and accumulated in the office conducting the survey or the office sponsoring a contract for survey service. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures to a study of one particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.</p> <p align="center"><i>Mass Data Change sheet Not needed</i></p>	NC-AU-75-19	

#84-29

Agency + NNM sent 5-24-84 by DMW.

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
---------------	---	--------------------------	---------------------

1 . DISPOSITION:

A Offices conducting the survey or sponsoring the contract:

- 1. HQDA, major Army commands, and major Army subcommands: Permanent.
- 2. Other offices: Destroy when no longer needed for current operations.

B. Office surveyed: Destroy when no longer needed for current operations.

Permanent records will be offered NARS in 5 year blocks, after 20-25 years.

Annual accumulation is ca. 10 feet a year.