

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

LEAVE BLANK	
JOB NO.	<b>NCI-AU-84-34</b>
DATE RECEIVED	<b>5/8/84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>May 22 84</i> Date	<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 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 <b>30 APR 1984</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE <b>Archivist of the Army</b>
	<b>JOHN HENRY HATCHER, Ph.D</b>	

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> In response to your letter dated 23 Feb 84 the Army proposes the following change to file number 216-01 (Management improvement project files).</p> <p>216-01 Management improvement project files.</p> <p><b>DESCRIPTION:</b> Documents relating to projects which result in initiation of changes in the manner or method of planning, directing, controlling, or doing work which results in increased effectiveness, efficiency, and economy. Included are studies, charts, coordination papers, recommendations, statistical data, and similar documents.</p> <p><b>DISPOSITION:</b></p> <p>a. Offices of HQDA, major Army commands, and major Army subcommands: Permanent. <i>offer in 5 year blocks after 20-25 years.</i></p> <p>b. Other offices: Destroy after 10 years.</p> <p><i>Annual accumulation of permanent files is ca. 10 feet.</i></p>	NC-AU-75-19	

*Agency sent 6/26/84 by DMU.  
Data Change Sheet  
Not Needed*

*KNM, KNB sent 6-26-84 by DMU*