

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-AU-84-40
DATE RECEIVED	7-02-84
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8/2/84 <i>Date</i>	<i>Blair M. May</i> <i>Archivist of the United States</i>

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 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 25 JUN 1984	D SIGNATURE OF AGENCY REPRESENTATIVE JOHN HENRY HATCHER, Ph.D. <i>John Henry Hatcher</i>	E TITLE 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><u>File number:</u> 1204-32 (appendix M, AR 340-18, new record series)</p> <p><u>Title:</u> Marine Qualification Board Files</p> <p><u>Description:</u> Documents accumulated by the Marine Qualification Board to record the marine service of individual military and civilian employees of the Army. Included are DA Forms 3068-1, Marine Service Record; requests for examination; character and suitability statements; recommendations of commanding officers; physical qualification statements; experience qualifications and evaluations; and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing; documents indicating entitlement to sea pay; and similar information. Also included are registers used to record issuance of DA Form 3068, Marine Service Book. NOT INCLUDED is the DA Form 3068 itself, which is a personal record retained by the individual.</p> <p><u>Disposition:</u></p> <p>a. DA Form 3068-1 and associated records:</p>		

14 Apr 1984 sent 8/13/84

Mass Data Change sheet Not needed #84-39

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Destroy after 40 years. Do not retire.</p> <p>b. Registers: Destroy 40 years after last entry on the register. Do not retire.</p> <p><u>Background:</u> This category of records has been extant within the Army for many years but never scheduled for disposition. Its retention for the 40-year periods indicated above is needed in order to furnish reference services and to protect the rights and interests of both the Army and the individual soldier or civilian employee. The records are subject to The Privacy Act (Sys ID -A1201.08aTRADOC, as published in The Federal Register and AR 340-21-12). These records accumulate <u>only</u> at the Marine Qualification Office, which is part of the US Army Transportation Center at Fort Eustis, Virginia. The MQO is a unique office with worldwide responsibility for certifying and licensing Army members and employees for marine qualifications and service.</p> <p>The MQO has requested that these records be exempted from the requirement to retire them into the Federal Records Center System based on heavy reference usage and the need for expert familiarity within the marine functional area by those providing the reference service on inactive records. The Adjutant General concurs in this request.</p> <p>Total accumulation of these records at Fort Eustis is 72.5 linear feet. Annual accumulation is 6 to 8 linear feet.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-84-40

SECTION I - ACTION TAKEN

1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>June Neal</i>	7/20/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Madley</i>	7/23/84
CONCURRENCES	NNM	<i>Garry Ryan</i>	8-2-84

*Done
7/23/84*

SECTION III - APPRAISER'S COMMENTS

This job, submitted by Army, establishes disposition standards for a hitherto unscheduled series of records pertaining to examination and certification of individual Army personnel engaged in marine activities. These records clearly are not archival as they relate to specific personnel only. Army's proposed retention period, 40 years, is lengthy, but is in line with the disposition instructions approved for other Army series affecting the rights and interests of individual personnel. We should, therefore, approve this job as submitted, particularly as these files are to be retained on site and not retired.

Since this job is so clear-cut, we should send it to NNM directly for signature.