

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

LEAVE BLANK	
JOB NO <b>NC1-AU-84-43</b>	
DATE RECEIVED <b>8-31-84</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>Duf</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 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>28 Aug 84</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman, CRM</i>	E TITLE <b>W. R. BOARDMAN, CRM, Army Records Manager</b>
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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>Appendix H, AR 340-18 File #: 725-07 Title: Commercial Business Solicitation Files Description: Information relating to approval and dis-approval of business solicitation activities on Army installations. Included are requests for authorization of accreditation and removal of accreditation of companies, agents, vendors, salesmen, and solicitors; and related information. Records are kept alphabetically by name for both agents and companies. Keep a cross-reference to maintain information reflecting a pattern of each company's culpability in the actions of its agents and actions of individual agents who represent several companies. Disposition: a. Records of suspensions, revocations, or other actions taken against agents or companies for violations of regulations: Destroy after 10 years. Keep in CFA. b. Other records: Destroy when no longer needed for current operations.</p> <p>This request amends retention period to allow the Army installation to retain a record showing the history of an agent's or company's misconduct in the matter of commercial business solicitations.</p>		2 items

115-107  
GBS  
Army Copy sent out 10/2/84

#84-42

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

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER

NC1-AU-84-43

**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.
- 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>Colson Bell Smith</i>	9/13/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Moxley</i>	9/14/84
CONCURRENCES			

**SECTION III – APPRAISER'S COMMENTS**

This job proposes changes in the retention period for file FN 725-07, Commercial Business Solicitation Files. These are files relating to requests for authorization of accreditations of companies, agents, vendors, salesmen, and solicitors. They include suspensions, revocations, and other actions taken against the above-named individuals. The period for retaining item 1a has been substantially increased to cover legal exigencies. These records will not be retired to a Federal Records Center. I concur in this disposition. NNM has previously concurred in the disposal of these records and its concurrence is not required. GAO's concurrence is not required.