

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-85-1	
DATE RECEIVED 10/3/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-19-85 Date	<i>Frank S. Burt</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
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 14 Sep 84	D SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman, CRM</i> W. R. BOARDMAN, CRM	E TITLE Army Records Manager
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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
	<p>Appendix H, AR 340-18, Military Personnel Functional Files, amend description and retention as follows:</p> <p><u>File #:</u> 708-14 <u>Title:</u> Personnel Action Suspense Reporting Files <u>Description:</u> Information on suspension of favorable personnel actions under AR 600-31 and AR 604-10. This information is maintained by the custodian of the MPRJ (DA Form 201) but in a <u>separate, restricted access file</u>, and consists of DA Form 268, Report for Suspension of Favorable Personnel Actions; related correspondence; references; sources of control, and similar information. Consult AR 600-31 or AR 604-10 for specific maintenance instructions. <u>Disposition:</u> Destroy 90 days after close of case.</p> <p><u>Remarks:</u> This minor change to a temporary record series is made to describe the records more accurately, and to provide a 90-day retention period following close of the case for reference purposes.</p>		

1 ITEM

*Copies to Army and
NNM 12/20/85 GPM*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85-1

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>Gary L. Morgan</i>	12/18/85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	12/18/85
CONCURRENCES			

SECTION III – APPRAISER'S COMMENTS

The records covered by this disposition request are authorized for destruction upon completion of final action and submission of final status report (NN 166-204). Army now requests authority to retain these records an additional 90 days for administrative purposes.

Concurrence by NNM is not necessary since these records already are authorized for destruction.