

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NCI-AU-85-12	DATE RECEIVED 10-12-84
1. FROM (Agency or establishment) DEPARTMENT OF THE ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of The Adjutant General		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Division		DATE 7-8-85	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
4. NAME OF PERSON WITH WHOM TO CONFER E. F. LESKO	5. TELEPHONE 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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 9 Oct 84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>WR Boardman, CRM</i> W. R. BOARDMAN, CRM	D. TITLE Army Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1	<p><u>WITHHOLDING TAX FILES - FN - 306-11 - AR 340-18:</u></p> <p><u>Description:</u></p> <p>Documents reflecting wages withheld. Included are:</p> <ul style="list-style-type: none"> a. Reports to employees of total earnings and taxes withheld and to the Internal Revenue Service* of the total income tax deductions withheld. b. Tax reconciliations. c. Receipts. d. Related documents. <p>*NOTE: For Korean National Direct Hire Withholding Tax Files, reports are submitted to the Korean Government Tax Office.</p> <p><u>Disposition:</u></p> <p>Destroy after 4 years, except for Korean National Direct Hire Withholding Tax Files, destroy after 5 years.</p>	GRS2-18	

Request for Records Disposition Authority - Continuation		JOB NO.	PAGE OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISCUSSION//JUSTIFICATION:</u></p> <p>Request that the above identification, retention, and disposition instructions be established for Korean National Direct Hire Withholding Tax Files. Neither past or present practice, Korean Law or regulations, or the Status of Forces Agreements indicate any requirement for record retention beyond that shown above.</p> <p>This request is based on the legal determination of the Office of the Judge Advocate General of Headquarters, Department of the Army. That office has reviewed this request and has indicated that there are no legal impediments to granting the requested standards and further that the request is not precluded by international law.</p> <p>GAO concurrence attached.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-AW-85-12

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
<i>NA 7 Jul 85</i> APPRAISAL <i>Acting</i>	APPRAISER	<i>Gary L. Morgan</i>	7/1/85
	DIRECTOR, RECORDS DISPOSITION DIVISION NIR	<i>Frank Evans</i>	7/3/85
CONCURRENCES			

SECTION III - APPRAISER'S COMMENTS

Withholding tax files are authorized for destruction under GRS 2/18. The Department of the Army is requesting that Korean National Direct Hire Withholding Tax Files be retained for an additional year to meet the requirements of the Korean Government Tax Office. I recommend approval of this request.

Concurrence by NNM is not necessary since the records are already approved for destruction.