

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. NCI-AU-85-14	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED 10-17-84	
1. FROM (Agency or establishment) Department of the Army		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION The Adjutant General's Office		ARCHIVIST OF THE UNITED STATES <i>James H. Bunker</i>	
3. MINOR SUBDIVISION Records Management Division		DATE 7-29-85	
4. NAME OF PERSON WITH WHOM TO CONFER Cliff Jones	5. TELEPHONE EXT. 325-0313	ARCHIVIST OF THE UNITED STATES <i>James H. Bunker</i>	
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 10 Oct 84	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W. R. Boardman</i>	D. TITLE Army Records Manager
W. R. BOARDMAN, CRM		

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p>BACKGROUND: File Number -01-05 Committee files. The Army desires to change the disposition instructions of a.(2) Elements at other command levels: Destroy 10 years after committee is dissolved to "Destroy when no longer needed for current operations".</p> <p>JUSTIFICATION: The Army has numerous committees at that level, producing large volumes of records. We have found these records consume considerable space and in most cases are not needed for 10 years after the committee is dissolved. Proposed disposition provides us latitude to destroy records that are not needed to manage the committee and keep those that are needed.</p> <p>-01-05 Committee files</p> <p>DESCRIPTION: Documents on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the DA takes part, as well as committees within all echelons and elements of the Army. Included are--</p> <ul style="list-style-type: none"> a. Proposals, approvals, and disapprovals to establish the committee. b. Charters, terms of reference, and comments on them. c. Directives establishing, changing, continuing, or dissolving the committee. d. Documents nominating, approving, appointing, and relieving committee members. 		

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>e. Notices, agenda, minutes, and reports of committee meetings.</p> <p>f. Related documents.</p> <p><u>DISPOSITION:</u></p> <p>a. Office of Committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record:</p> <p>(1) Elements of IIQDA, MACOM and SUBMACOM: Permanent. Cutoff when no longer needed for current operations.</p> <p>(2) Elements at other command levels: Destroy when no longer needed for current operations.</p> <p>b. Offices of other committee members: Destroy when no longer needed for current operations.</p>		