

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 NCF-AU-85-17	DATE RECEIVED 11-09-84
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION The Adjutant General's Office		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER Cliff Jones	5 TELEPHONE EXT 325-0313	DATE	SIGNATURE OF THE UNITED STATES ARCHIVIST NOT REQUIRED FOR APPROVAL OF PERMANENT RETENTION OF RECORDS
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 2 Nov 84	C SIGNATURE OF AGENCY REPRESENTATIVE WR Boardman, CRM 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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>BACKGROUND:</u> File Number 604-03 - Unit award case files. This is an unscheduled file number that the Army desires to change the disposition of 604-03 from 60 years to 56 years make 56 years Permanent.</p> <p><u>JUSTIFICATION:</u> It is necessary that these files be retained at least 56 years so that they are available for review during the normal lifetime of the members of the unit. Each year the Army receives numerous inquiries from Army veterans, members of Congress, and other influential persons asking that we research unit award entitlements dating back to World War II. It has become the Army's responsibility to prove that a decision made 40 or more years ago was accurate and correct. If the Unit Award Case Files were not available, it would put the Army in the awkward position of trying to defend these decisions without benefit of background material. We feel these records do not possess sufficient archival value to warrant permanent preservation and accession into National Archives, they are, however, of longterm value to the Army.</p>		1 item

ITEM NO.	DESCRIPTION	JOB CITATION	ACTION
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1	604-03		
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Unit award case files

Description

Information reflecting the recommendations, review and approval or disapproval of awards to units. Included in each case are--

- a. Approved or disapproved certificates.
- b. Certificates.
- c. Similar information

Disposition

- a. Offices exercising awarding authority: Permanent. Offer to NARA in five-year blocks when 20 - 25 years old
- b. Other offices. Destroy after 1 year. No change from current disposition standard.

Annual accumulation of permanent files is ca. 1-1/2 feet.