

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NLI-AU-85-28</i>	DATE RECEIVED <i>3-8-85</i>
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Gerre Turney	5. TELEPHONE EXT. 325-0313	DATE <i>Mar 19, 85</i>	ARCHIVIST OF THE UNITED STATES <i>Robert McNamee</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 1 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 19 Feb 85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.H. Hatcher, CRM for</i> JOHN HENRY HATCHER, Ph.D	D. TITLE Army Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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>TOP SECRET Material Accountability Files. (FN 506-09)</p> <p>Documents showing the identity, receipt, dispatch, downgrading, source movement from one office to another, destruction, and current custodian of all TOP SECRET material for which the TOP SECRET control office is responsible.</p> <p>Disposition: Destroy 2 years after all items on each page have been destroyed, downgraded, dispatched, or when entries are transferred to a new page.</p> <p>Justification: The Office of the Assistant Chief of Staff for Intelligence, Department of the Army, has determined that all security control records pertaining to TOP SECRET information will have a uniform retention period of 2 years DOD-wide.</p>	<i>GRS 18/6a</i>	<i>1 item</i>

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

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
JK 3/14/85 APPRAISAL <i>Acting</i>	APPRAISER	<i>Gary L. Morgan</i>	3/14/85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Mark Evans</i>	3/14/85
CONCURRENCES			

SECTION III – APPRAISER'S COMMENTS

TOP SECRET Material Accountability Files (FN 506-09) consist of registers maintained at control points to identify TOP SECRET documents and reflect their status in terms of receipt, dispatch, downgrade, and destruction.

GRS 18, Item 6a, authorizes destruction of such records five years after the documents indicated on the registers are downgraded, transferred, or destroyed. However, the Office of the Assistant Chief of Staff for Intelligence, Department of the Army, has determined that all security control records pertaining to TOP SECRET information will have a uniform retention period of two years, DOD-wide.

It is recommended that NARS approve this request as submitted. Since these files currently are approved for destruction, concurrence of the Military Division is not required.