

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AU-85-47

DATE RECEIVED

4-1-85

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 // E. F. LESKO *EL*

5. TELEPHONE EXT.

325-0440

DATE

6-4-86

ARCHIVIST OF THE UNITED STATES

Frank A. Bunker

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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

WR Boardman, CRM Joe

D. TITLE

JOHN HENRY HATCHER, Ph.D.
Archivist of the Army

7. ITEM NO.

1.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

The Adjutant General of the Army, in conducting two separate year-long tests at Fort Knox, Kentucky of the Modern Army Recordkeeping System (MARKS) as an eventual successor to The Army Functional Files System (TAFFS), has identified several areas of recordkeeping which have not heretofore been scheduled in our files structure. These records are of relatively transitory or ephemeral value and will not enter into the Federal Records Center System. In preparation for approval and publication of the Army's schedules under MARKS (which has been previously briefed to NARS officials), we seek approval of the following new record series:

File number: 314-~~31~~⁰³ (App. D, AR 340-18); 215-1g (MARKS #)

Title: Loan and grant administration files (NAF)

Description: Information relating to the administration of loans and grants secured to finance, in whole or in part, construction of or improvement to NAF instrumentalities. Included are requests, forms, statements of conformance with DOD space criteria and the current Installation Master Plan, financial plans, documents indicating source of loan or grant (including terms and conditions), amount of local funds committed to the project, and similar information.

Disposition: Destroy 3 years after expiration of grant or repayment of loan.

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

#85-37

1 item

Copies to Agency & NARS, 6-6-86, ewh

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85-47

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>Gene Nad</i> | 4/28/86 |
| | DIRECTOR, RECORDS DISPOSITION DIVISION | <i>Kimth Flossman</i> | 4/28/86 |
| CONCURRENCES | NNM | <i>Garrett Ryan</i> | 6/3/86 |
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SECTION III - APPRAISER'S COMMENTS

This job, submitted by Army, establishes disposition standards for records relating to the administration of loans and grants for the construction and/or improvement of non-appropriated fund instrumentalities, such as rod and gun clubs and NCO clubs. These records clearly are non-archival in nature, and, accordingly, Dr. Krauskopf has informally concurred in their disposal. NARA should, therefore, approve this job as submitted. It should be added that this job does not require GAO concurrence since records pertain to non-appropriated fund activities.