

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-85-48</i>	DATE RECEIVED <i>4-1-85</i>
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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			
4 NAME OF PERSON WITH WHOM TO CONFER John G. Vos / E. F. LESKO <i>EL</i>	5 TELEPHONE EXT 325-0440	DATE <i>2-7-86</i>	ARCHIVIST OF THE UNITED STATES <i>James H. Burke</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 <i>19 Feb 85</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman, CRM for</i>	D. TITLE JOHN HENRY HATCHER, Ph.D. Archivist of the Army
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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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>The Adjutant General of the Army, in conducting two separate year-long tests at Fort Knox, KY of the Modern Army Record-keeping 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. The records are of relatively <u>transitory</u> or <u>ephemeral</u> value, and will not enter the Federal Records Center system. In preparation for approval and publication of the Army's schedules under MARKS (which has previously been briefed to NARS officials), we seek approval of the following new record series:</p> <p><u>File number:</u> 304-22 (TAFFS); 37-108f (MARKS) <u>Title:</u> Commitment document files <u>Description:</u> Documents used by operating elements of a headquarters or other offices (but not including Finance and Accounting and Procurement Offices) to effect the requisition of supplies and services. The document serves as an order form and as a medium to ensure that funds are available prior to incurring an obligation; it also permits expeditious utilization of a specific allotment of funds and ensures that overobligations do not occur. Included are DA Forms 3953, Commitment and Purchase Request, and similar forms or documents. <u>Disposition:</u> Destroy after 2 years.</p> <p><i>copy to agency & NNM 2/21/86 JH</i> <i>#85-39</i></p>		1 ITEM

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85-48

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>Gary L. Morgan</i>	1/31/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	2/3/86
CONCURRENCES	NNM	<i>Warryn Ryan</i>	2/7/86

SECTION III - APPRAISER'S COMMENTS

This job provides for the disposal of documents from several areas of recordkeeping which have not heretofore been scheduled. The records serve as an order form and as a medium ensuring that funds are available prior to incurring an obligation. As these records have no evidential or informational value, NARA should approve the request.