

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

*NCl-AU-85-59*

DATE RECEIVED

*6-12-85*

TO: **GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*Acting*

2. MAJOR SUBDIVISION  
DEPARTMENT OF THE ARMY

3. MINOR SUBDIVISION  
OFFICE OF THE ADJUTANT GENERAL

4. NAME OF PERSON WITH WHOM TO CONFER  
RECORDS MANAGEMENT DIVISION

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

E. F. LESKO *ELK*

325-6044

*8/28/85*

*James P. O'Neill*

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

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

*6 June 85*

*WR Boardman, CRM for*

JOHN HENRY HATCHER, Ph.D  
Archivist of the Army

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 GRS OR SUPERSEDED JOB CITATION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.

CHANGE TO DISPOSITION INSTRUCTIONS

NCl-AU-79-61

FILE NUMBER 1504-08 - REAL ESTATE MANAGEMENT FILES, AR 340-18

DESCRIPTION (NO CHANGE)

Documents on the management of real estate. Include are:  
a) Leases; b) Licenses; c) Appraisal reports; d) Invitation for bids; e) Easements; f) Notices of revocation; g) Permits; h) Statements of crop rotations; i) Reports of terminations; j) Abstracts of bids; k) Outgrant instruments; l) Compliance inspection reports; and m) Related information.

DISPOSITION:

CONUS: (AS APPROVED BY NCl-AU-79-61 - NO CHANGE)

- (1) OCE: Destroy after 3 years.
- (2) Other offices:
  - (a) Compliance inspection reports: Destroy 1 year after supersession by new report.
  - (b) Files on retraction clauses that are removed: Destroy 3 years after termination of instrument, except instrument and applicable restoration papers will be kept until final termination.
  - (c) Remaining documents: Destroy 3 years after termination of basic instrument and final collection thereof.

(CONTINUED) *#85-59*

*2 items*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	2 OF 2 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>FILE NUMBER 1504-08 - REAL ESTATE MANAGEMENT FILES, AR 340-18</p> <p><u>DISPOSITION - CONTINUED</u></p> <p>b. OCONUS: (THIS PARAGRAPH HAS BEEN ADDED)</p> <p>Destroy after final action or when no longer needed for current operations, whichever is later. Retain in CFA.</p> <p>-----</p> <p><u>JUSTIFICATION::</u> Due to the unique nature of overseas (OCONUS) real estate operations, it is essential that these files be maintained a minimum of 5 years subsequent to final action. As an example, German Federal agencies retain documents relating to property release, lease termination and claim settlements 5 years subsequent to final action. It is therefore essential that the US Army duplicate this retention period so that pertinent US records are readily available. These records will be accessible as a basis for addressing any action initiated by host nation authorities during the peirod which could result in possible pecuniary liability for the US government.</p>		