

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	NC1-AU-85-60
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	
1. FROM <i>(Agency or establishment)</i> 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5. TELEPHONE EXT. 325-0440	DATE 6-16-86	ARCHIVIST OF THE UNITED STATES <i>Frank B. Bonds</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 _____ 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>7 May 85</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>P. H. Borman</i>	D. TITLE <i>John Hatcher</i> JOHN HENRY HATCHER, Ph.D. Archivist of the Army
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4. 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 GRS OR SUPERSEDED JOB CITATION	10.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>Commercial Activities files are created within the Office of the Comptroller of the Army in carrying out the Army-wide program responsibilities (AR 5-20) to determine whether certain functions can be performed more economically under contract or using in-house resources. The approved retention period for Comptroller of the Army (destroy after 6 years) has proven unsatisfactory because of audit trail requirements and the need for research to compile trends (program began in 1979). Accordingly, we propose to change the disposition of this series:</p> <p><u>File No.:</u> 1402-25, App. 0, AR 340-18 (TAFFS) 5-20a (MARKS)</p> <p><u>Title:</u> Commercial Activity (CA) Program Files</p> <p><u>Description:</u> Information accumulated as a result of conducting studies to determine the feasibility of performing commercial activities either in-house or by contract. Included are feasibility studies, 5-year review of functions, cost analyses, justifications, approvals, new start proposals, annual CA inventories, and supporting documents.</p> <p><u>Disposition:</u> a. Office with Army-wide responsibility: Destroy when no longer needed for current operations <i>or when 6 years old, whichever is later.</i> b. Other offices: (1) Annual CA inventory: Destroy after 5 years. (2) Remaining documents: Destroy upon completion of next 5-year review.</p> <p style="text-align: center;"><i>Change made with Army concurrence</i></p>	NC1-AU-80-29	

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85-60

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>James Newberry</i>	6/16/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	4/46/86
CON- CURRENCES			

SECTION III - APPRAISER'S COMMENTS

This job, submitted by Army, modifies the retention period of records accumulated in connection with determining whether certain functions should be carried out in-house or by using private contractors. Records held by the Army Comptroller are currently scheduled for disposal after 6 years. In this job, Army proposes to retain records for 6 years or until no longer needed for current operations, whichever is longer. This change reflects a need for records in order to conduct research on trends in this area. NARA should approve this job as submitted. Since records are already approved for disposal, NNM concurrence is not needed.