

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>VC1-AU-85-69</i>	DATE RECEIVED <i>7-26-85</i>
1. FROM <i>(Agency or establishment)</i> <u>Department of the Army</u>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <u>Office of The Adjutant General</u>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 <u>Records Management Division</u>		4 NAME OF PERSON WITH WHOM TO CONFER <u>Gerre Turney</u>	5 TELEPHONE EXT <u>325-0440</u>
6 CERTIFICATE OF AGENCY REPRESENTATIVE		DATE <i>12-11-85</i>	ARCHIVIST OF THE UNITED STATES <i>James R. Bunker</i>

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 July 85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>John Hatcher</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	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN 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>
	<p>Quarters Terminations. (FN 1511-16) 210-50 (AR 340-ZZ, MARKS)</p> <p>Information relating to termination of Government quarters assignments due to change of sponsor's status, removal of quarters from surplus status, for medical reasons, misconduct of the sponsor, misuse or illegal use, or any other reason as authorized by AR 210-50. Included are notifications of termination, exceptions to time requirements for vacating quarters, arrangements for prepayment of custodial contractors for cleaning vacated quarters, communications with U.S. Attorneys relating to evictions, and similar information.</p> <p>Disposition:</p> <p>a. Files involving adverse actions (evictions, illegal use or misconduct by sponsor, potential litigation): Destroy 6 years after termination action.</p> <p>b. All other files: Destroy in CFA 3 years after termination action.</p> <p>JUSTIFICATION: The above describes a record series that has not previously been identified in the Army's recordkeeping structure. Disposition "a" is requested at 6 years to protect the rights and interests of the Army and the soldier in cases involving adverse action. These will not enter the Federal Records Center system. The above meet present Army administrative requirements.</p>		<i>2 ITEMS</i>

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85-69

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>	12/3/85
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rosman</i>	12/3/85
CON- CURRENCES	Director, NNM	<i>Barry Ryan</i>	12/10/85

SECTION III – APPRAISER'S COMMENTS

This request proposes the establishment of a new file series, Quarters Terminations (FN 1511-16, TAFFS; 210-50, MARKS), and provides for the disposition of such records. The proposed six-year retention "a" is sought to protect the rights and interests of the Army and its personnel in adverse action cases. These records will not be retired to Federal Records Centers. It is recommended that NARA approve this request.