**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

<table>
<thead>
<tr>
<th>JOB NO.</th>
<th>LEAVE BLANK</th>
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<tbody>
<tr>
<td>NC1-AU-85-77</td>
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</table>

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

1. **FROM (Agency or establishment):**  
Department of the Army  
2. **MAJOR SUBDIVISION:**  
The Adjutant General's Office  
3. **MINOR SUBDIVISION:**  
Records Management Division

4. **NAME OF PERSON WITH WHOM TO CONFER:**  
Cliff Jones

5. **TELEPHONE EXT.:**  
325-6044

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.

- **GAO concurrence:** [ ] is attached; or [ ] is unnecessary.

7. **DATE RECEIVED:**  
9-13-85

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

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
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<tr>
<td>1</td>
<td>603-06 Manpower reporting files. (Planned MARKS Number 570-3d)</td>
</tr>
</tbody>
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**BACKGROUND:** This file number is one of several in subfunctional categories 602 & 603 that is being changed to meet current Army requirements.  

603-06 Manpower reporting files

**Description:** Information and feeder reports used to report manpower actual strength utilization data and expense data. Included are work reports, consolidations, extracts or tabulations thereof, and similar reports.

**Disposition:**  
a. Offices of the Army Staff:  
(1) Year-end reports: Destroy after 5 years.  
(2) Other reports: Destroy after 2 years.

b. Other offices: Destroy after 2 years.

<table>
<thead>
<tr>
<th>NSN 7540-00-634-4064</th>
<th>STANDARD FORM 115 (REV. 8-83)</th>
</tr>
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<tbody>
<tr>
<td>Prescribed by GSA</td>
<td>FPMPR (41 CFR) 101-11.4</td>
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