REQUEST FOR RECORDS DISPOSITION AUTHORITY

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.

A. GAO concurrence: □ is attached; or ☑ is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE
R.R. BOARDMAN, CRM

D. TITLE
Army Records Manager

603-09 Commissioned officer aviation position criteria files. (Planned MARKS Number 570-3a)

BACKGROUND: This is a new file number created as part of the changes to subfunctional categories 602 & 603 to meet current Army requirements.

603-09 Commissioned officer aviation position criteria files

Description
Information relating to aviation position requests. Included are command's operational request correspondence, temporary requests, limited duty requests, printouts, and similar information.

Disposition
Destroy requests after 3 years.
Destroy printouts after 90 days.