

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER R <i>NI-231-04-1</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>9-29-2004</i>	
1 FROM (Agency or establishment) ARMED FORCES RETIREMENT HOME		NOTIFICATION TO AGENCY	
		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION OFFICE OF THE CHIEF OPERATING OFFICER			
3 MINOR SUBDIVISION			
4 . NAME OF PERSON WITH WHOM TO CONFER JUDY MAYFIELD		4 TELEPHONE NUMBER 202-730-3469	DATE <i>3/16/05</i>
		ARCHIVIST OF THE UNITED STATES <i>Alla Weinstein</i>	
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>3</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>28 Sep 2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Judy W Mayfield</i>		TITLE <i>Management Analyst</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED SHEET(S) FOR The attached schedule is for records of the Armed Forces Retirement Home (AFRH) The records reflect the business activities of the U S. Soldier's Home, incorporated in 1991 into AFRH, and include still photographs and textual records. Records are stored in the AFRH Sherman Building Basement Storage Room (G-6) and are not associated with an originating office. <i>2/9/05</i> This schedule is media neutral	<i>(renamed the U.S. Soldiers' and Airmen's Home) and the U.S. Naval Home</i> <i>9/29/04 Added per email received from Judy Mayfield</i>	
<i>cc Leaney, DR, nwrms, nwrms, nwrms, nwrms</i>			

ARMED FORCES RETIREMENT HOME (AFRH) SCHEDULE

This schedule is media neutral. Transfer of records is to be in accordance with published NARA guidance for media and format at the time of the transfer.

1. Resident Files.

Documents relating to application, registration, admissions, re-admissions, dismissal, discharge, death, employment, housing, suspension, transfer, and other activities of residents. Included are daily and monthly registers, reports, lists, returns, statements of service, indices, and related records. **EXCLUDED** are individual resident case files.

Disposition: PERMANENT. Cut off inactive files annually. Transfer inactive files to NARA in 5-year-blocks when newest record is 15 years old.

2. Resident Financial Transactions Files.

Records accumulated to record data on the collection of payments, recognition of revenue and liabilities, and the administration of the AFRH Resident Program as it relates to services provided individual residents. Included are records used to record the payment or refund of monies to residents and detail records including cash receipt journals, transaction registers, and related records.

Disposition: TEMPORARY. a.) Records dating up to and including 1945, transfer to NARA after NARA review. b.) All other records, cut off inactive files annually. Destroy 7 years after cut off

3. Mission/Organization Files.

Records relate to the overall mission, policies, procedures, organization, and planning activities of the Armed Forces Retirement Home (AFRH). Included are records that relate to policies and procedures, program direction, boards and committees, external and policy-related reports, agency histories, regulations and laws, and other activities. Included are correspondence, memoranda, ledgers, reports, proposals, background materials or studies, and related records.

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks when newest record is 20 years old. Earlier transfer is authorized for the records of defunct boards and/or committees.

4. Record Copies of Publications.

AFRH publications and background materials. Included are record copies of news releases; press clippings pertaining to the AFRH and its residents; and AFRH publications, including newsletters/weekly publications; posters created by the AFRH for internal, Government-wide, or public distribution; and AFRH reports such as annual reports and other required AFRH studies.

Disposition: PERMANENT. Transfer 1 copy of each publication to NARA in 5-year-blocks when newest record is 5 years old. Transfer all copies of publications prior to 1946. Transfer 2 copies of posters upon publication.

5. Still Photographs Official Files.

Records include each type of photographic print, negative, and slide as described in 36 CFR 1228.266 and accompanying indices. Records depict significant events, personalities, activities of residents, and subjects relating to the mission and activities of the AFRH in particular and American history in general. Included are still photographs of dedication ceremonies and official events, visits from officials and significant citizens; and major events and activities relating to the AFRH, such as the care and activities of residents, the operations and grounds of the AFRH, and biographical sketches of leading AFRH personalities.

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks when newest record is 5 years old. Transfer is to be in accordance with published NARA guidance for media and format.

6. Audiovisual Official Files.

Records include motion picture films, sound recordings, videotapes, and equivalent or related records created by AFRH or acquired from outside sources and as described in 36 CFR 1228.266. Included are the master sound or video recording or the original film negative and one print of motion picture that documents AFRH's mission, programs, and activities. Included are AFRH sponsored productions, recordings of public meetings, speeches, or events; guest speakers; testimonies before Congress and at other hearings; interviews with AFRH officials and staff; and other productions created to disseminate information to the residents or public regarding AFRH operations and programs. Included is the related documentation for the audiovisual records that may include finding aids and production documentation such as data sheets, shot lists, continuities, review sheets, catalogs, indexes, lists of captions, production contracts, scripts, transcripts, or other records that may be helpful or necessary for proper identification or retrieval and/or for authentication or production.

Disposition: PERMANENT. Cut off annually. Transfer the original or earliest generation recording, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266.

7. Budget and Finance Policy Files.

Records include correspondence and subject files that document agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs.

Disposition: PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when newest record is 20 years old.

8. Budget Estimates and Operating Plans.

Records relate to budget estimates and justifications prepared or consolidated by AFRH, financing authority and appropriations, and the operating budget plans. Included are appropriation language sheets, narrative statements, transcripts of hearings, backup justifications for hearings, congressional resolutions, Treasury warrants, and related records. Also included are documents created or accumulated in issuing calls for operating budget plans which provide the basis for allocation of resources, including office requests for operating budgets, staffing patterns, other backup materials, analysis of funding requests, and allowance and operating budget documents.

Disposition: TEMPORARY. a.) Records dating up to and including 1945, transfer to NARA after NARA review. b.) All other records, cut off annually. Destroy 5 years after cut off.

9. Electronic Mail and Word Processing System Copies.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.