

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instruction on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER N1-AU-05-4	DATE RECEIVED 9/12/05
1 FROM (Agency or establishment) U S ARMY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION OFFICE OF THE ADMINISTRATIVE ASST TO THE SECY OF THE ARMY		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION RECORDS MANAGEMENT PROGRAM DIVISION		DATE 9/22/06	ARCHIVIST OF THE UNITED STATES <i>Allen Johnston</i>
4 NAME OF PERSON WITH WHOM TO CONFER MRS VERMELL M MATHIS	5 TELEPHONE (703) 428-6418		

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 _____ pages(s) are not now needed for the business of the agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provision of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE 06 SEP 2005	SIGNATURE OF AGENCY REPRESENTATIVE <i>John A. Sharett Sullivan</i>	TITLE CHIEF, RECORDS MANAGEMENT DIVISION
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p>BACKGROUND: The prescribing directive Army Regulation (AR) 710-2, Supply Policy Below the National Level, page 25, subparagraph 2-5r, mandates a 6-year disposition that is inconsistent with the 2-year disposition listed in the Army Records Information Management System (ARIMS) Records Retention Schedule-Army (RRS-A) The proponent, Deputy Chief of Staff for Logistics (G4), has confirmed that 6 years is the appropriate disposition for record number (RN) 710-2a below, and that a change be made to reflect this In reference to superseded NARA job citations/authorities, N1-AU-00-14 that is listed in ARIMS RRS-A for RN 710-2a is incorrect because it was withdrawn from the corresponding SF 115 dated 3 Jul 01 Additionally, the former recordkeeping system, the Modern Army Recordkeeping System (MARKS), shows that NARA job citation/authority II-NN-1002 was assigned to RN 710-2a, however, our records do not show an SF 115 to support this The disposition instructions apply to records in all media and format</p> <p>RN: 710-2a Title: Property Book and Supporting Documents Authority: TBD Privacy Act: Not applicable Description: Documents reflecting description, receipt, and turn-in of property for which the property book officer is accountable Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports; and other documents supporting entries to the property book (CONTINUED ON NEXT PAGE) <i>cc Agency NR number number</i></p>	<p>N1-AU-00-14 II-NN-1002</p>	<p><i>Item was withdrawn from the Schedule.</i> <i>Sm</i></p>

Encl

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2	<p>Disposition: Code KE6 Event is when property is turned in or destroyed Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA/AEA The RHA/AEA will destroy the record 6 years after the event NOTE a Open document numbers in the supporting document file will be transferred to the current fiscal or calendar year document file b Upon receipt of notice that an organization or unit is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that the property books have been reduced to a zero balance and to verify that all property has been turned in to the appropriate supply officer or otherwise satisfactorily accounted for in accordance with applicable instructions c Exception DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract, contained on DA Form 3644, is retained for 2 years)</p> <p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the recordkeeping copy is generated or when no longer needed for reference or updating, whichever is later</p>		