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QUEST	FOR REC	:0/	ISPOSITION AUTHORITY		LEAVE BL
	(See Ins	struction	ns on reverse)	IOB NO	

TO GENERAL SERVICES ADMINISTRATION,			1 NCI-361-80-11		
	L ARCHIVES AND RECORDS SERVICE, WASHINGTON,	DC 20408	DATE RECEIVED	10 1	70.2
•	NCY OR ESTABLISHMENT)		Desust	· 12. 1	180
	Logistics Agency		NOTIFIC	CATION TO AGEN	CY
2. MAJOR SUE			In accordance with the pro	visions of 44 IISC 33	M3a the disposal re
Staff Di	rector, Administration		quest, including amendme	nts, is approved except	for items that may
3. MINOR SUE			be stamped "disposal not	approved" or "withdra	awn" in column 10
	rative Management Division		1		
4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL EXT			8-5-80	Ruch	Way
Ms. Anne	Nicewicz	274-6234	Date	VArchivist of the	United States
6. CERTIFICAT	E OF AGENCY REPRESENTATIVE				
that the	certify that I am authorized to act for this agent records proposed for disposal in this Request ncy or will not be needed after the retention per Request for immediate disposal.	st ofpage	ining to the disposa (s) are not now no	of the agency eeded for the b	's records; Jusiness of
	Request for disposal after a speci retention. / / / /	ified period o	f time or requ	lest for pe	rmanent
C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE			
7 Aug 80	WILLIAM A. SMITH MAN	Chief, Adr	ninistrative N	Management	Division
7. ITEM NO.	8. DESCRIPTION C (With Inclusive Dates or Re		9. SAMPLE OR JOB NO.	10. ACTION TAKEN	
1,	Staff Visits (230.16) Documents created in connection visits (but not inspections, surform staff assistance, staff revision, or for conducting studi for permission to visit, report findings, recommendations and fother directly related document a. Office performing visit: Descond comparable visit or 1 yearelated study. b. Office visited: Destroy af relating to recurring staff vis completion of the next visit.	rveys, or audiviews, technices. Included s of visit (incollow-up actions. estroy after car after completer 2 years, e	ats) to peracal superacal superacal superacare requests including ons) and completion of letion of except files		

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11 4

BACKGROUND

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particular visit may cover a wide range of subjects thus filing a separate and distinct file will facilitate retrieval in toto. have disposition standards of 5 years, 10 number according to the predominant purpose of the visit. The files audits. for are being maintained longer than necessary since functional file numbers The purpose of this request is to establish an appropriate file number special visits which are separate from inspections, surveys or its. Presently these documents are filed under a functional file years and longer. Also, subjects thus filing it а

endiale field activities. These files are maintained at the implimations. Defense Logistics Agency

This is a new file number. Current disposition standard: None

These files are not covered in the GRS.

File No. 1301-03

1301-06

Description

Agreement files. Documents relating to agreements between elements of the Army, between the Army and other military services or Federal agencies, or between the army and other nonfederal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and the Army for the purpose of providing or obtaining various types of support services. The services include logistic, medical, administrative, fire protection, facilities, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.

1301-04 Orientation and briefing files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or smilar documents.

1301-05 Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee: charters. terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.

> Staff visit files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This definition is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visits, recommendations, and other directly related documents.

Reference paper files. Documents used to facilitate, 1301-07 control, or supervise the performance of a specific function, process or action—as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunction, Disposition

Office requesting support and office providing support: agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materal will be destroyed 3 years after supersession, cancellation, or termination of the agreement.

Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.

Destroy on supersession or obsolescence.

Office of committee chairman or secretariat. whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations.

Offices of other committee members: Destroy when no longer needed for current operations.

Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.

Office visited: Destroy after 2 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.

Army schedule

Instruction Authorized Disposition

related study.

visit or on completion of

Destroy 1 year after com-

pletion of next comparable

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Description of Records

qocnments. committee meetings; and related appointing, and relieving documents nominating, approving, dissolving the committee; changing, continuing, or them; directives establishing, reference, and comments on committee; charters, terms of disapprovals to establish the are proposals, approvals, and and elements of DoD. Included committees within all echelons

visit, reports of visits, are requests for permission to the case of process. Included be filed with documentation of process or case which should in connection with a specific not applicable to visits made st noitinition is studies. This definition is supervision or for conducting performing staff or techincal audits) for the purpose of inspections, surveys, or special visits (but not relating to schedule or Staff Visit Files. Documents

directly related documents. recommendations, and other 80-T07

70-107

types of documents: tiles consist of the following Reference paper raseq Mith. process, or action they are performance of a function, records necessary for documenting tinguished from those official process, or action as disof a specific function, or supervise the performance used to facilitate, control, Reference Paper Files. Documents

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