

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-338-86-2

DATE RECEIVED

12/11/85

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)

Department of the Army

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

MARVIN H. KABAKOFF

5. TELEPHONE EXT

AV 693-7216
273-7216

DATE

3-21-86

ARCHIVIST OF THE UNITED STATES

Frank B. Burke

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 _____ 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

6 Dec 85

C. SIGNATURE OF AGENCY REPRESENTATIVE

W.R. Boardman, CRM

D. TITLE

Army Records Manager

7
ITEM
NO

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

9 GRS OR
SUPERSEDED
JOB
CITATION

10 ACTION
TAKEN
*(NARS USE
ONLY)*

Located at the National Personnel Records Center (MPR) are Army organizational records generally dating from 1950 through the 1960's. These records are now being reviewed for the purpose of determining their ultimate disposition. The submission of this SF 115 is a part of this effort.

The purpose of this schedule is to provide for the destruction of series that are routine and recurring at all levels of command for which there are records at NPRC. The result will be improved efficiency and increased administrative ease in the appraisal of the remaining records.

This schedule applies only to those records maintained at NPRC. Disposition authorities cited correspond to those in AR 340-18.

#86-12

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ITEMS

3. Work Simplification Proposal Files, ca. 1951-64, 142 cu. ft. 216-03

Documents relating to the analysis of specific routine work procedures in order to simplify or improve them. Included are proposals for improvement, flow charts, motion economy charts, and similar items. Topics covered include modernization of equipment, space utilization, and a variety of procedures governing routine activities. The series does not contain anything of archival value.

Destroy immediately upon approval of this schedule.

2. Army Exchange Historical Files, ca. 1951-64, 207 cu. ft.

Letters, memorandums, reports, minutes, daily journals, and other correspondence relating to the day-to-day operations and administration of post exchanges at a variety of Army installations. These records document the activities of the Army organization in its relations and liaison with the exchange. Most of the material consists of the minutes of council meetings, budget and financial matters, and similar routine administrative subjects.

Destroy immediately upon approval of this schedule.