

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>NI-AU-00-8</i>	DATE RECEIVED <i>1-11-00</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Karen L. Hampton	5. TELEPHONE (703)806-3720	DATE <i>1/30/00</i>	ARCHIVIST OF THE UNITED STATES <i>W. J. Frye/Actg.</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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>26 Nov 99</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, 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 GRS OR SUPERSEDED JOB CITATION	10.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: Proponent has agreed to modify disposition of NAF entitlement records to be simpler to understand and manage, allow sufficient time for beneficiaries to apply for benefits, and standardize retentions of other personnel related records. The proponent office retains the record copy of NAF employee benefits and insurance files for the entire life of the file. To aid in assisting NAF employees obtain the entitlements due them and to optimize storage space they have elected to convert the hardcopy records to electronic images. Other copies of this record are kept in the Office supervisory or manager employee records (FN 1aa) and in the NAF Official personnel folders (FN 215-3a).</p> <p>FN: 215-1n Title: NAF employee benefits and insurance files Privacy Act: A0215-1CFSC Description: Office exercising Army-wide responsibility for administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Statements of contributions and related information, identified by employee last name, social security number, document type, and organization. Disposition: Code TE65. Event is when final separation from Federal service occurs. Keep in CFA until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then transfer to RHA. <i>RHA will destroy records 65 years after separation from Federal service.</i></p>	<i>NI-AU-81-20</i>	
2.	Note: Hardcopy source documents will be destroyed upon verification that the record copy information has been fully and accurately converted to electronic format.		

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