

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instruction on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-AR-01-24</i>	DATE RECEIVED <i>2-26-2001</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 MRS. VERMELL M. MATHIS	5. TELEPHONE (703) 806-4264	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN

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 <i>13 Feb 01</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>BACKGROUND: Record series 25-400-2c has been revised to consolidate record series 25-1iii because the titles and descriptions are similar; and the retentions are identical. Army Regulation 25-400-2, The Modern Army Recordkeeping System, will be revised to include or reference the requirement for microform archival film tests of permanent record copies that were filed under the former 25-1iii. Record series 25-400-2c and 25-1iii that are included on the bulk SF 115 at NARA for approval, will be withdrawn provided this request is approved. The following provides information on the items listed.</p> <p>Item 1 (25-400-2c1). The recordkeeping redesign code TE1 was added to the disposition and it still falls within the scope of GRS 16, Item 10a.</p> <p>Item 2 (25-400-2c2). The recordkeeping redesign retention was applied and the disposition no longer falls within the scope of GRS 16, Item 10b, based on the event. The GRS event (superseded) does not meet Army's mission and function requirements. Our proposed event (when records they pertain to are destroyed) will enable users to track microform deterioration trends and support appellates.</p>		<p><i>JOB WITHDRAWN</i></p> <p><i>1/30/02</i></p> <p><i>R. Genova</i></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 25-400-2e1 (Formerly 25-400-2c; 25-1iii)</p> <p>Title: Microfilm Inspections and Tests - Reports of Permanent Records - Office with Army-wide responsibility</p> <p>Authority: GRS 16, Item 10a</p> <p>Privacy Act: Not applicable</p> <p>Description: These files contain the results of the biennial microfilm inspections of master films and the results of archival film tests of permanent and unscheduled records. In addition to film inspections and tests, all microforms produced will conform to quality standards and formats set forth in 36 Code of Federal Regulation (CFR) Part 1230.</p> <p>a. Inspections. These files contain results of biennial microfilm inspections of master files that include determinations of aging blemishes, re-reading resolution targets, density remeasurements, and certification of environmental conditions in which microforms are maintained. Included are other related documents. Note: A copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate).</p> <p>b. Tests. These files contain the results of archival film tests of microform to ensure damaging chemicals are not retained on the film that will deteriorate the recorded information. Included are other related documents. The archival film test is sometimes referred to as the methylene blue technique.</p> <p>Disposition: Code TE1: Event is when records they pertain to are transferred to the legal custody of the National Archives. Keep in CFA until event occurs and then until no longer needed for conducting business, then retire to RHA. The RHA will destroy the record 1 year after the event.</p> <p>Note: Inspection and test reports for unscheduled records may not be destroyed.</p>		<p><i>Proposed Item 1 equivalent to GRS 16, Item 10a.</i></p> <p><i>NARA approval not needed.</i></p>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2	<p>FN: 25-400-2e2 (Formerly 25-400-2e; 25-1iii)</p> <p>Title: Microfilm Inspections and Tests - Reports of Temporary Records - Office with Army-wide responsibility Authority: TBD Privacy Act: Not applicable</p> <p>Description: These files contain the results of the biennial microfilm inspections of master films and the results of archival film tests of unscheduled and temporary records which have a retention period of ten years or longer. In addition to film inspections and tests, all microforms produced will conform to quality standards and formats set forth in 36 CFR Part 1230.</p> <p>a. Inspections. These files contain results of biennial microfilm inspections of master files that include determinations of aging blemishes, re-reading resolution targets, density remeasurements, and certification of environmental conditions in which microforms are maintained. Included are other related documents. Note: A copy of the results of inspections will be attached to the SF 135 accompanying records being transferred or retired and will include: Description of records tested (title, number, or identifier for each unit of film, security classification, or other data identifying the records; date of inspection; defects found and corrective action taken; and identification of deteriorating master microform that were replaced with a silver duplicate).</p> <p>b. Tests. These files contain the results of archival film tests of microform to ensure damaging chemicals are not retained on the film that will deteriorate the recorded information. Included are other related documents. The archival film test is sometimes referred to as the methylene blue technique.</p> <p>Disposition: Code KE6. Event is when records they pertain to are destroyed. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy. Note: Inspection and test reports for unscheduled records may not be destroyed.</p>	GRS 16, Item 10b	WITHDRAWN
3	<p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p>	GRS 16, Item 15b	