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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br>(See instructions on reverse)                        |                              | LEAVE BLANK (NARA use only)   |   |
| TO: National Archives and Records Administration (NIR)<br>8601 Adelphi Road, College Park, MD 20740-6001 |                              | JOB NUMBER<br>21-A7-06-3  | DATE RECEIVED<br>12-28-2005                   |
| 1. FROM (Agency or establishment)<br>U.S. Army   |                              | NOTIFICATION TO AGENCY  |   |
| 2. MAJOR SUBDIVISION<br>Office of the Administrative Assistant to the Secretary 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Records Management Division  |                              | DATE<br>9/2/06  | ARCHIVIST OF THE UNITED STATES<br>Alta Wenzel |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>Betty S. Burton   | 5. TELEPHONE<br>703-719-6793 |   |   |

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<br>15 DEC 2006 | SIGNATURE OF AGENCY REPRESENTATIVE<br>JOHN A. SHARRETT SULLIVAN | TITLE<br>Chief, Records Management Division |
|---------------------|---|---|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1           | <p><u>Chemical Agents and Munitions Training Attendance Records</u><br/>BACKGROUND: The prescribing directive for this record series is AR 385-61, The Army Chemical Agency Safety Program. This regulation requires all personnel who work with or have an association with chemical agents and munitions, or have a potential for exposure (for example, maintenance workers, clerical, fire fighters, security) to be trained prior to being assigned to chemical areas. Refresher training is required at least annually.</p> <p>The proposed disposition instructions on this SF 115 apply to records in all media and formats.</p> <p>FN: 385-61a<br/>Title: Chemical Agents and Munitions Training Attendance Records Authority: TBD<br/>Privacy Act: TBD<br/>Description: Information documenting initial and refresher chemical agent and munitions training for all personnel who work with or have an association with chemical agents and munitions or have a potential for exposure.<br/>Disposition: T75. Keep in CFA until no longer needed for conducting business, then retire to the RHA/AEA. The RHA/AEA will destroy record when the record is 75 years old.</p> |                                   |                                  |
| 2           | <p>Extra copies of records on this schedule, including those that are created by electronic mail or word processing applications, will be deleted when the file copy is generated or when no longer needed for reference or updating; whichever is later.</p> <p><i>cc Agency NR nwmw nwmw</i></p>   |                                   |                                  |

**RECOMMENDATION TO THE ARCHIVIST ON  
RECORDS DISPOSITION REQUEST**

Job No. N1-AU-06-3

Item Count: 2

**SUMMARY**

The Department of the Army submits job N1-AU-06-3 to request disposition authority for two new temporary items pertaining to Chemical Agents and Munitions Training Attendance Records and related electronic copies of e-mail and word processing documents. Army requests that the disposition instructions apply to all records in this series regardless of media or format.

**Item 1 (FN: 385-61a)** covers records relating to Chemical Agents and Munitions Training Attendance Records. The files include training rosters and other information documenting initial and refresher chemical agent and munitions training. Army proposes to keep the record in the Current Filing Area (CFA) until no longer needed for conducting business and then, retire the record to the Records Holding Area (RHA)/Army Electronic Archives (AEA). The RHA/AEA will destroy the record when it is 75 years old. **Item 2** pertains to related electronic copies created on electronic mail and word processing systems. Army proposes to delete the copies after the recordkeeping copy has been produced and when no longer needed for reference or updating. I concur with Army's proposals. The records contain information that is of significant legal rights implication. The records may be useful in substantiating or refuting claims of exposure to chemical agents and munitions.

This job was published in the Federal Register on July 18, 2006. No copies of this job were requested by the general public and all stakeholders concur with this recommendation. The proposed retention periods are adequate to provide government accountability and to protect the legal rights of all interested parties. I recommend approval of this job as submitted.

**RECOMMENDATION**

- 1. **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not, or will not after the lapse of the period specified, have sufficient administrative, legal, research or other value to warrant their continued preservation by the Government
- 2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will transfer these records to the National Archives as specified.
- 3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
- 4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

**FEDERAL REGISTER NOTICE**

Not required.

Required — Publication Date: July 18, 2006

Copies Requested: 0

Comments Received: 0

| SIGNATURE   | TITLE     | SIGNATURE                 | DATE       |
|---|-----------|---------------------------|------------|
| Appraisal<br><i>SM</i><br><i>JM</i><br><i>7/6</i> | Appraiser | <i>John M. Welch</i>      | 5 Sep 2006 |
|   | NWML      | <i>Laurence A. Brewer</i> | 9/7/2006   |
| Concurrences                                      | NWM       | <i>Paul M. Wolf</i>       | 09.07.2006 |
|   | NW        | <i>Michael J. Kuef</i>    | 9-8-06     |
|   |           |                           |            |