

# Request for Record Disposition Authority

(See Instructions on reverse)

Leave Blank (NARA Use Only)

To **National Archives and Records Administration (NIR)**  
Washington, DC 20408

1 From (Agency or establishment)  
Department of the Army

2 Major Subdivision  
Office of the Administrative Assistant to the Secretary of the Army

3 Minor Subdivision  
Records Management and Declassification Agency

4 Name of Person with whom to confer  
Erca Elaine Wilson

5 Telephone (include area code)  
703-428-6174

Job Number  
**N1-A4-10-13**

Date Received  
**10/30/09**

**Notification to Agency**  
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

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**WITHDRAWN**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 2 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     has been requested

Signature of Agency Representative: *[Signature]* Title: **Richard A. Wojewoda, Chief, Records Management Division** Date (mm/dd/yyyy): **09/30/2009**

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
	<p>Functional Schedule for Series 740, Storage and Supply Activities</p> <p>Background These records concern organization, mission, and function of Army depots, establishment, status, and utilization of storage and warehousing facilities, warehousing and depot operations an performance measurement Placement of supplies and equipment in storage, including the receipt, handling, packaging, preserving, an inspection incident to storage functions, and reissue of material</p> <p>Routine comments on regulations, directives, or other publication, routine or general requests for information and replies, reference copies of records maintained by action officers and offices of record. informal reports with related information, general recommendations and suggestions, transcripts, information received requiring no action, cards, listings, indexes, or other items which are created solely to facilitate or control work, and other transactions of a general, routine, and administrative nature</p>		<p><i>Changed per RO's request See email dated 7/10/12 [Signature]</i></p>

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

Job Number

Page

of

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><del>Note Use record number (RN) 25-1kkk for source/input records, RN 25-111 for automated system administrative reports, RN 25-1mmm for system documentation, and RN 25-1nnn for backup files</del></p> <p>RN 740a Title Storage and Supply Activities System Master File Authority TBD PA NA</p> <p>Description Reports relating to depot supply operations containing data accumulated from requisitions and receiving documents for use at the depot in controlling depot operations</p> <p>Documents constituting a part of a location system for supplies and equipment or used as a check or inventory of stock location, space control sheets, location sheets/cards, bin tags, and comparable documents Warehouse, shed, or open storage space planning and layout diagrams or comparable papers relating to space planning and layout</p> <p>Documents, normally in the form of charts, which reflect daily ammunition magazine humidity and temperature readings Annual graphs reflecting atmospheric data of ammunition magazines in connection with the storage of ammunition, ammunition components, and explosives</p> <p>Depot stock availability/status reports transactions analysis reports and due-in documents Storage reports/registers Reports relating to overall storage operations Included are depot space and operating reports, monthly materials handling reports, and similar reports Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes</p> <p>Storage identification and inspection reports Documents relating to the identification, classification, and inspection of items in storage or received for storage Included are surveillance inspection reports, quality history records, test data sheets, model (service) stocks, stock discrepancy reports, classification reports, and comparable papers</p> <p>Warehouse receipts/shipping files Car arrival reports, shipping documents, tallies, or comparable documents retained for car spotting, reports of outbound freight cars, work assignment sheets used for stock picking, copies of stock or packing tags, or comparable documents retained by the warehouse <del>after shipment and used for picking, packing, and loading stock for shipment</del></p> <p>Labor pool and equipment operating files Labor equipment for warehousing</p>		<p><i>Changed per Ro. See email dated 7/10/12</i></p> 

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~~activities, work assignment sheets/daily reports, working reports of the operation of materials handling equipment, and comparable documents~~

Technical escort files Information on each escort operation teams for shipments of chemical agents, biological agents, radiological agents, and etiological agents Included are checklists, report forms, copies of incident reports, trip monitor cards, operational reports, requests for transportation, and related information

Disposition ~~KEN~~ Event is after receipt of shipment or when they have served their intended purpose Keep until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then delete

**WITHDRAWN**

*Changed per ACD's request  
See email dated 7/10/12  
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