

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2 MAJOR SUBDIVISION

The Adjutant General's Office

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Gerre Turney

5 TEL EXT

325-0313

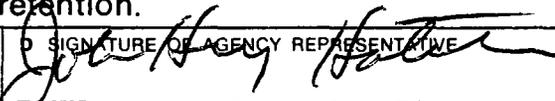
LEAVE BLANK	
JOB NO <b>NCI-AU-84-26</b>	
DATE RECEIVED <b>3/19/84</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
12 Mar 84		Archivist of the Army

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1 FN 404-03	<p>Special court-martial files (BCD). Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general court-martial jurisdiction over the command. Included are--</p> <ul style="list-style-type: none"> <li>a. Original records of the trial which are sent to TJAG as prescribed in the Manual for Courts-Martial, United States, 1969.</li> <li>b. Copies of charge sheets and related papers.</li> <li>c. Reviews by staff judge advocates.</li> <li>d. Court-martial orders.</li> <li>e. Decisions of appellate agencies.</li> <li>f. Similar papers kept by the court-martial jurisdictions and convening authorities.</li> </ul> <p><u>DISPOSITION:</u> OTJAG: Permanent. Retire 2 years after completion of appellate processing. Office of Staff Judge Advocate of general court-martial jurisdiction and special court-martial convening authorities: Destroy retained copy of record of trial and related papers after notification of completion of final action in OTJAG. Except when case has been sent to Court of</p>		

*84-25*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF

2 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Military Appeals for action and accused has been kept in the general court-martial jurisdiction, destruction will be accomplished after notification of final action by Court of Military Appeals. Before destruction, the staff judge advocate reviews court-martial orders, and decisions of appellate agencies will be withdrawn and kept in CFA for 3 years and then destroyed.</p> <p><u>RATIONALE:</u> These files relate to the development of procedures for, and the administration of military justice; and the trial by court-martial of military personnel subject to the court-martial jurisdiction of the US Army. These files are accumulated by the US Army Legal Services Agency and are arranged numerically. The prescribing directive is the Manual for Courts-Martial. The residual amount on hand is 400 linear ft with an anticipated increase of approximately 154 linear ft. Request approval for permanent retention under the permanent files review program.</p>		