

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NI-AU-86-3	DATE RECEIVED 10-1-85
1 FROM (Agency or establishment) Department of the Army 2 MAJOR SUBDIVISION The Adjutant General's Office		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Management Division		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4 NAME OF PERSON WITH WHOM TO CONFER Gerre Turney	5 TELEPHONE EXT 325-0313	DATE 4-4-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Bunker</i>

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 1 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
24 Sep 85	<i>W. R. Boardman, CRM</i>	Army Records Manager		
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>News media and release files. (FN 412-05). Documents on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are--</p> <ul style="list-style-type: none"> a. Printed or processed press releases b. Speeches. c. Radio, television, and motion picture scripts. d. The coordinating documents gathered in obtaining clearances for the releases. <p><u>DISPOSITION:</u></p> <ul style="list-style-type: none"> a. Peacetime: <ul style="list-style-type: none"> (1) Offices performing Army-wide responsibility: Destroy after 10 years. (2) Other office: Destroy after 5 years. b. Mobilization: <ul style="list-style-type: none"> (1) Offices in a combat environment, or designated as combat support elements, and offices performing Army-wide responsibility: Permanent.* (2) Other offices: Destroy after 5 years. <p><u>JUSTIFICATION:</u> We neglected to address disposition below Major Subordinate Command level in previous NARS Job #NC1-AU-81-26, dated 23 September 1981. The disposition instructions we have listed above will meet present Army requirements.</p> <p>*Offer 20 years after cessation of hostilities.</p>		NC1-AU-81-26	

*Copies sent NNA
NCF Agency 4/14/86
Jm for Bmt*

#86-3

2 ITEMS

NCI-AU-81-26

9/23/81

Request for Disposition Authority - Continuation	JOB NO	PAGE OF 3 of 4	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>POLICE SOURCE FILES (FN 509-16, AR 340-18-5). Documents containing a chronological record of police activity developed from reports, complaints, incidents, information received and action taken, and record of police radio traffic. Included are desk blotters and police radio logs.</p> <p><u>Disposition:</u></p> <p>a. Peacetime: Destroy in CFA after 5 years.</p> <p>b. Mobilization:</p> <p>(1) Units in a combat environment or designated as combat support elements: Destroy after ⁵⁰25 years.</p> <p>(2) Other elements: Destroy in CFA after 5 years.</p>		
3.	<p>NEWS MEDIA AND RELEASE FILES (FN 412-05, AR 340-18-4). Documents on the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases, speeches, radio, television and motion picture scripts, and the coordinating documents gathered in obtaining clearances for the releases.</p> <p><u>Disposition:</u></p> <p>a. Peacetime:</p> <p>(1) Offices performing Army-wide responsibility: Destroy after 10 years.</p> <p>(2) Offices of information or technical liaison officers of the Army Staff and headquarters of major commands and major subordinate commands: Destroy after 5 years.</p> <p>b. Mobilization:</p> <p>(1) Offices in a combat environment or designated as combat support elements, and offices performing Army-wide responsibility: Permanent. Offer 20 years after cessation of hostilities.</p> <p>(2) Other offices: Same disposition as a.(2) above.</p>		