

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	N1-AU-86-54
1 FROM (Agency or establishment) Department of the Army		DATE RECEIVED	
2 MAJOR SUBDIVISION Assistant Chief of Staff for Information Management		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION Records Programs Division Army Records Management Operations Office		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	5 TELEPHONE EXT	DATE	ARCHIVIST OF THE UNITED STATES
Bert K. Haggett	325-6044	2-27-87	<i>Frank J. Burke</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 unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
24 Jun 86	<i>W.R. Boardman, CRM</i>	W. R. BOARDMAN, CRM 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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>Two new records series, not previously contained in the Army's records schedules.</p> <p>FN 350-7a Title: Task analyses Description: Front end analyses which identify and describe individual tasks to enable training development that will produce soldiers and units to accomplish their wartime missions. Included are examinations of threat, doctrine, organization, and equipment; tactical unit evaluations; unit mission analyses; identification of tasks for training; training site recommendations; and related information. Disposition: Destroy 1 year after deletion of task from the Army inventory.</p> <p>FN 350-7b Title: Task analysis background files Description: Background materials on task analyses accumulated and maintained for reference and audit trail purposes. Disposition: Destroy after 3 years, or when no longer needed for administrative purposes, whichever is later.</p> <p>These records are created as a result of Training and Doctrine Command Regulation 350-7, <u>A Systems Approach to Training</u>, a copy of which is attached for information.</p> <p><i>Army has concurred in changes</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY

Three new record series, not previously contained in the Army's records schedules.

FN 350-7a

Title: Task analyses

Description: Front end analyses which identify and describe collective and/or individual tasks to enable training development that will produce soldiers and units to accomplish their wartime missions. Included are examinations of threat, doctrine, organization, and equipment; tactical unit evaluations; unit mission analyses; identification of tasks for training; training site recommendations; and related information.

Disposition: Permanent. Offer to the National Archives in five-year blocks after 20 - 25 years.

FN 350-7b

Title: Task analyses background files

Description: Background materials on task analyses accumulated and maintained for reference and audit trail purposes.

Disposition: Destroy after 3 years, or when no longer needed for administrative purposes, whichever is later.

FN 350-7c

Title: Training development files

Description: Training development products which analyze learning and develop materials required for training units and/or soldiers. Included are learning analyses [which establish what must be learned, what is necessary for mastering objectives, job performance aids, the best events and their sequence, and the methods and media to conduct training], target population descriptions, tests, training aids, training materials, validation records and course control documentation.

Disposition: Permanent. Offer to the National Archives in five-year blocks ~~in~~ 20 - 25 years.

after

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

JOB NUMBER
N1-AU-86-54

ITEM COUNT
3

SUMMARY

The Department of the Army is requesting permission to establish disposition standards for three new training series: task analyses files, task analyses background files, and training development files. For the first and last of these proposed series, the suggested disposition is permanent. For the task analysis background files, the proposal is destruction after three years, or when no longer needed for administrative purposes, whichever is later.

NARA should approve this job as amended. The task analyses files and training development files contain significant information relating to the training and development of soldiers, particularly in combat situations. They are worthy of permanent retention. The background files have a need for a contingent disposition since the Army does require this information until the tasks are either deleted from the inventory or the task analyses have been revised.

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 offer these records to the National Archives as specified
350-7a, 350-7c
- 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 *1-8-1987*
Copies Requested *0*
Comments Received *0*

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>John D. Fairhead</i>	<i>2-25-1987</i>
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	<i>2/25/87</i>
CONCURRENCES	NNA	<i>RT Butler</i>	<i>2/26/87</i>
	NNM	<i>Garrus</i>	<i>2-26-87</i>

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

JOB NUMBER
N1-AU-86-54

ITEM COUNT
3

SUMMARY

The Department of the Army is requesting permission to establish disposition standards for three new training series: task analyses files, task analyses background files, and training development files. For the first and last of these proposed series, the suggested disposition is permanent. For the task analysis background files, the proposal is destruction after three years, or when no longer needed for administrative purposes, whichever is later.

NARA should approve this job as amended. The task analyses files and training development files contain significant information relating to the training and development of soldiers, particularly in combat situations. They are worthy of permanent retention. The background files have a need for a contingent disposition since the Army does require this information until the tasks are either deleted from the inventory or the task analyses have been revised.

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 offer these records to the National Archives as specified:
350-7a, 350-7c
- 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 1-9-1987
Copies Requested 0
Comments Received 0

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>John D. Fairley</i>	2-25-1987
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION		
CONCURRENCES	NNA	<i>RT Butler</i>	2/26/87
	NNM		