

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

LEAVE BLANK

JOB NO.

NI-AD-88-12

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

DATE RECEIVED

6-28-88

1. FROM (Agency or establishment)

Department of the Army

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION

U.S. Army Information Systems Command

In accordance with the provisions of 44 USC 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

3. MINOR SUBDIVISION

DCSOPS (AS-OPS-MR)

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Mr. Clifford C. Jones

(602) 538-6568

12/1/88

*[Signature]*

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 4 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

21 Jun 88

*Gerald R. King*  
RAMEY J. BRANDON

Colonel, GS DCSOPS

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 GRS OR SUPERSEDED JOB CITATION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.

Civil Works Small Projects Files  
(MARKS 335-2-5a) (TAFFS 1517-13)

Documents pertaining to Small Flood Control Projects authorized under Section 205, 1948 Flood Control Act; Small Beach Erosion projects authorized under Section 103, 1962 Beach Erosion Act; and Small Navigation Projects authorized under Section 107, 1960 Rivers and Harbors Act. Included are detailed project reports, reconnaissance reports, design memos, related correspondence and similar documents.

Disposition

Field Offices:

a. All detailed project reports maintained by Corps of Engineers field offices. Permanent.

*Copies sent to Agency  
NCF, NNS, NNA, NNT*

*1-588*

Transfer to NARA after 20 years.

b. Progress photographs. Permanent. Transfer the original still photography negative, one print, and completed caption to the Army Audiovisual Center, when no longer needed by the office of origin. Transfer to NARA with finding aids in five-year blocks 20 - 25 years after transfer to Army Audiovisual Center.

c. Cartographic records (drawings, maps, specifications, etc.). Permanent. Transfer to NARA after 20 years.

d. All other records. Destroy when not needed for current operations.

OCE:

a. Destroy all records when not needed for current operations.

2. Civil Works Project Files (MARKS 335-2-5c)  
(TAFPS 1518-01)

Documents created in connection with the planning, design, and construction of specific civil works projects. They pertain to structures and work related to navigation improvements and maintenance, flood control, multiple purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandum (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; "as built" drawings; shop drawings; tests and investigations such as aggregate, material, and durability; geological investigations (including borings, soil analyses, etc.); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross-sections; relocations (roads, railroad, bridge or cemetery); progress photographs; history of construction; and pertinent correspondence. Design memorandums, analyses of design, specifications, addenda, "as built" drawings or microfilm negatives thereof, shop drawings, history of construction, master development plans, and other records necessary for operation and maintenance will be retained as part of the project operation and maintenance files.

Disposition

Field Offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are design memorandums, master development plans, operations and maintenance manuals, reservoir regulation manuals, and similar documents. Transfer to NARA after 20 years. Permanent.

b. Cartographic records (drawings, maps, specifications, etc.). Permanent. Transfer to NARA after 20 years.

c. Progress photographs. Permanent. Transfer the original still photography negative, one print and completed caption to the Army Audiovisual Center when no longer needed by the office of origin. Transfer to NARA with finding aids in five-year blocks 20 - 25 years after transfer to Army Audiovisual Center.

d. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, etc.

Destroy when not needed for current operations.

OCE:

a. Destroy all records when not needed for current operations.

3. Project Operation and Maintenance Basic Files  
(MARKS 11-2-240a) (TAFFS 1520-03)

Design memorandums, specifications, design analyses, "as built" drawings or microfilm negatives thereof; shop drawings; master development plans; history of construction; inspection reports, and related documents; operation manuals; paint service records; and dam and reservoir records, including hydrologic records (rivers flow data, in-flow to reservoir, evaporation, temperatures, reservoir elevation, tailwater and river elevations, discharges through turbines, gates and valves); reports to Federal Power Commission (FPC Form No. 1); and monthly and annual reports of operations (including operating statistics, comparable documents and related correspondence).

Disposition

Field Offices:

a. All formal, near print or printed documents, and reports concerning each project. Included are master

development plans, operations and maintenance manuals, reservoir regulations manuals, inspection reports, and similar documents. Transfer to NARA after 20 years.  
Permanent.

b. Cartographic records (drawings, maps, specifications, etc.). Permanent. Transfer to NARA after 20 years.

c. All other records, such as correspondence, raw data in the form of notes, computer print outs, forms, etc. Destroy when not needed for current operations.