

REQUEST FOR RECORDS DISPOSITION AUTHORITY

LEAVE BLANK

JOB NO.

N1-AU-89-18

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

DATE RECEIVED 6/21/89

1. FROM (Agency or establishment) Department of the Army	NOTIFICATION TO AGENCY IAW 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.
2. MAJOR SUBDIVISION U.S. Army Information Systems Command	
3. MINOR SUBDIVISION DCSOPS (ASOP-MR)	
4. NAME OF PERSON WITH WHOM TO CONFER Walter J. Kras	DATE 12/1/89 ARCHIVIST OF THE UNITED STATES
5. TELEPHONE EXT. (602) 538-7448	<i>Andrew Meinen</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 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, 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 x is unnecessary.

B. DATE JUN 12 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert R. Raschke</i> RAY A. RASCHKE	D. TITLE Chief, Policy and Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED	10. ACTION TAKEN JOB CITATION (NARS USE)
1	PERSONNEL ACTION SUSPENSION REPORTS - FN 600-8-2a <u>Background</u> a. The flagging process as contained in AR 600-8-2, Suspension of Favorable Personnel Actions (Flags), 30 Oct 87, has impacted on the filing of DA Form 268, Report for Suspension of Favorable Personnel Actions. Specifically, the office providing personnel support maintains the suspense file of the transfer flag (DA 268) and supporting documents as indicated in AR 600-8-2, para 2-6, step 11. On the soldier's final out-processing date, the transfer flag and supporting documents are moved to an inactive file and retained for 3 months and then destroyed as directed in AR 600-8-2, para 2-6, step 16. b. The battalion S1, or comparable officer (FAC), is now responsible for filing the original copy of the removal flag (DA 268) and retaining it on file for 1 year as directed by AR 600-8-2, para 2-8, step 4. The office is also required to maintain file copies of the initial flagging action to be used to compare names on the AAC-C95 Report, Suspension of Favorable Personnel Actions Roster as directed by AR 600-8-2, para 3-11c. c. FN 600-31a, Personnel Actions Suspense Reports, was used to maintain the DA 268 but this FN has been		

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1	<p>rescinded with the publication of AR 600-8-2. FN 600-8-2a and FN 600-8-2b need to be established to meet the requirements directed by AR 600-8-2.</p> <p>PERSONNEL ACTION SUSPENSION REPORTS - FN 600-8-2a, AR 600-8-2, Suspension of Favorable Personnel Actions (Flags)</p> <p><u>Description:</u></p> <p>Information on suspension of favorable personnel actions under AR 600-8-2. This information is maintained by the custodian of the MPRJ (DA Form 201) but in a separate restricted access file, and consists of DA Form 268, Report of Suspension of Favorable Personnel Actions; related correspondence; references; sources of control; and similar information. Consult AR 600-8-2 for specific maintenance instructions.</p> <p><u>Disposition:</u></p> <p>a. DA Form 268: Destroy 1 year after close of case. b. Other information: Destroy 90 days after close of case.</p>		

Four copies, including original to be submitted to the National Archives and Records Administration.