

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. *NI-AU-91-6*

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

DATE RECEIVED *10-24-90*

1. FROM (Agency or establishment) Department of the Army	NOTIFICATION TO AGENCY IAW 44 U.S.C 3303a the disposal request,
2. MAJOR SUBDIVISION U.S. Army Information Systems Command Fort Huachuca, AZ 85613-5000	including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are prepared for disposal, the signature of the Archivist is not required.
3. MINOR SUBDIVISION DCSOPS (ASOP-MR)	DATE <i>3-19-94</i> ARCHIVIST OF THE UNITED STATES <i>Andy Huskamp Peterson</i>
4. NAME OF PERSON WITH WHOM TO CONFER Menotto F. Blance	
5. TELEPHONE EXT. (602) 638-4750	

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 prepared 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 X is unnecessary.

B. DATE <i>10/17/90</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay A. Raschke</i>	D. TITLE Chief, Policy Division
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION
		10. ACTION TAKEN (NARS USE)

1 | FN 5-3a, Installation management and organization files
| Description: Files used to maintain information relating to management and organization of Army installations. Included are recommended changes/exceptions to prescribed structure and organization; requests for and responses to additional command options; actions relating to resolution of garrison organizational issues that cross functional areas; and related issues.
| Disposition: a. ~~HQDA: Approved organizational structure and changes - Permanent.~~
| b. ~~Other offices: Destroy 2 years after supersession or obsolence.~~
| Background: Army Regulation 5-3 implements DOD Directive 4001.1 and prescribes the Army's concept of standardizing, managing, and organizing installations. Documents are accumulated at HQDA, Major Army Commands, and installations. HQDA ultimately approves

change made with Army concurrence

Copy sent to admc 3/24/92

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	changes to standardized organizations; other offices request changes and need to keep the information to document need for exceptions or changes to standards.		

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