

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	NI-AU-94.31
1 FROM (Agency or establishment) U S ARMY		DATE RECEIVED	6.30.94
2 MAJOR SUBDIVISION HQ, US ARMY INFORMATION SYSTEMS COMMAND		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT (ASOP-MP)	5 TELEPHONE (602) 538-8414	DATE	12-13-94
		ARCHIVIST OF THE UNITED STATES <i>Wendy Huskamp Peterson</i>	
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 17 Jun 94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Wayne Eastman</i> WAYNE EASTMAN		TITLE CHIEF, INFORMATION REQUIREMENTS DIVISION
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>BACKGROUND The Corps of Engineers, has approved the proposed recommendation to create file number 1130-2-442a - Corps of Engineers Civilian Uniform Record Files This recordkeeping file is necessary since Corps of Engineers personnel required to wear uniforms hold resource management positions in Natural Resources Management, Lock and Dam, and Floating Plant Records will be maintained on civilian uniforms issued to the Corps of Engineers' Natural Resource Management, Lock and Dam, and Floating Plant personnel, to facilitate ordering, and to reflect accountability for uniforms</p> <p>FN 1130-2-442a Title Corps of Engineers Civilian Uniform Records Files Privacy Act A1130-2-442CE Description Records reflecting the issue of personal clothing, including name, account number, sex, project location, weight, height, clothing measurements, length of employment and type of uniform (Engineer Form 4891-R, Uniform Allowance (Changes/Transfers/Terminations)</p> <p><i>Copies sent to Agency 12/21/94</i></p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE OF
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>and uniform contractor's order forms Disposition Destroy one year after separation or termination of the employee</p>		

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

JOB NUMBER
N1-AU-94-31

ITEM COUNT
1

SUMMARY

The Corps of Engineers requests disposition authority for facilitative records relating to civilian uniforms. Records include uniform allowance forms and uniform contractor's order forms. I recommend approval of this request for disposal of the records. Elaine Everly (NN-W) has concurred informally by phone.

(7/20/94)

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
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 *8-9-94*
Copies Requested *0*
Comments Received *0*

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL <i>fn</i>	APPRaiser	<i>James Young</i>	<i>11-28-94</i>
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>James Young</i>	<i>11/30/94</i>
CONCURRENCES	NN-T	<i>Genevieve Phyllis</i>	<i>12-1-94</i>
	NN-W	<i>Elaine C. Everly</i>	<i>12-2-94</i>