

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER	N1-AU-99-4
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED	5-21-1999
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management Program Division		In accordance with the provisions of 44 U.S.C. 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Eve G. Roberts	5. TELEPHONE 703-806-4389	DATE	ARCHIVIST OF THE UNITED STATES
		WITHDRAWN	

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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 13 May 99	SIGNATURE OF AGENCY REPRESENTATIVE  HOWARD N. GREENHALGH	TITLE Chief, Records Management Program Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>FN: 700a1 Title: Demilitarization and Trade Security Files Privacy Act: N/A Description: Activity responsible for the demilitarization of the small arms weapons and receivers. Demilitarization and documents pertaining to demilitarization in accordance with DoD 4160.21-M-1, DoD Demilitarization and Trade Security Control Manual. Disposition: PERMANENT. Code TP. Keep in current files area until no longer needed for conducting business, but not more than 6 years, then transfer to RHA. The RHA will offer the records to the National Archives when the record is 10 years old.</p>		
2.	<p>FN: 700a2 Title: Demilitarization and Trade Security Files Privacy Act: N/A Description: Generating activity Accountable Property Officer and other small arms weapons and receivers offices. Demilitarization certificates and documents pertaining to demilitarization in accordance with DoD 4160.21-M-1, DoD Demilitarization and Trade Security Control Manual Disposition: Code KE6. Event is two years to meet DoD requirement. Keep in current files area until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.</p>		Job Withdrawn

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
3	<p>FN: 700a3 Title: Demilitarization and Trade Security Files Privacy Act: N/A Description: End Use Certificates and documents pertaining to trade security agreements in accordance with DoD 4160.21-M-1, DoD Demilitarization and Trade Security Control Agreements. Disposition: Code KE6. Event is when Trade Security Control Resident Office has determined that further tracking of applicable materiel is not required. Keep in current files area until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.</p>		
4	<p>Note: The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating.</p>		