

Return to Army

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO :	NC1 AU 78 85
DATE RECEIVED	3 MAY 1978
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>Withdrawn</i>	
<i>Withdrawn</i>	
<i>See NCI-AU-78-89</i>	

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
Office of The Adjutant General:

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL EXT.
693-1939

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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <i>27 Apr 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
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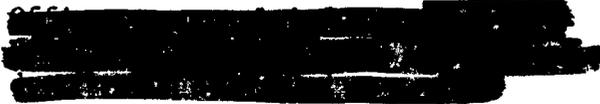
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	In accordance with CFR 101-11.507(b), request authority to destroy the nonpermanent paper records listed on the attached 10 pages after microfilm has proven to be an acceptable substitute. The records will be converted to microform in accordance with 41CFR 101-11.507(c)(2). The microfilmed copies will be held for less than 10 years. a. Destroy paper records after microfilm copies have proven to be an acceptable substitute. b. Dispose of the microfilm copies in accordance with the standards approved for the original paper records.		

96 items

The following OCAR TAFSS files consist of paper documents that are to be converted to Scott updatable microfiche, then destroyed. The microfiche will be retained for the period indicated, then destroyed in accordance with appropriate regulations by the OCAR Administrative Office.

<u>TAFSS File No.</u> <u>Classification</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>101-02</u> unclas	<u>Office general management files.</u> Destroy after 1 yr. or on discontinuance	11 6
<u>101-03</u> unclas	<u>Office inspection and survey files.</u> Destroy after next comparable survey.	3 1-1/2
101-04 unclas Office records transmittal files. Destroy when records listed thereon have been destroyed.		
<u>101-07</u> unclas	<u>Office records transmittal files.</u> Destroy when records listed thereon have been destroyed.	1 1/2
<u>101-08</u> SECRET	<u>Record access files.</u> Destroy on supersession	1/4 1/8
<u>101-15</u> unclas	<u>Office mail control files.</u> Destroy after 2 years.	2 1
<u>101-16</u> unclas	<u>Office financial files.</u> Destroy after 1 year or discontinuance.	1/4 1/8
<u>101-17</u> unclas	<u>Office service and supply files.</u> Destroy 1 year after completion of action.	1/8 1/16
<u>101-18</u> unclas	<u>Office property record files.</u> Destroy when superseded	1/4 1/8
<u>101-19</u> unclas	<u>Office equipment approval and utilization files.</u> Destroy when superseded.	1/4 1/8
<u>101-20</u> unclas	<u>Classified matter inventory reporting files.</u> Destroy after next inventory.	1/4 1/8

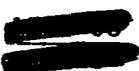
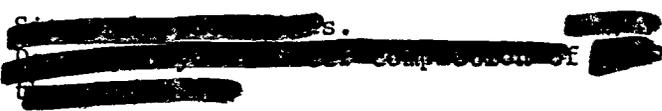
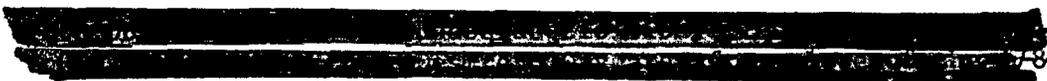
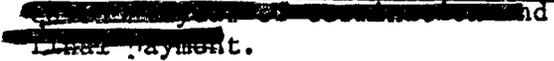
Incl 1

<u>TAFIC File No.</u> <u>Classification</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>101-23</u> unclas	<u>Office space assignment record files.</u> Destroy when superseded	1/4 1/8
<u>101-24</u> unclas	<u>Office file numbers files.</u> Destroy when superseded	3 1-1/2
<u>102-01</u> unclas	<u>Office general personnel files.</u> Destroy after 1 year.	2 1
<u>102-04</u> unclas	<u>Supervisor/manager employee record files.</u> Destroy when superseded	1 1/2
<u>102-05</u> unclas	<u>Job description files.</u> Destroy on abolishment of position.	2 1/2
<u>102-07</u> unclas	<u>Pending request files.</u> Destroy on receipt of notification of completion of requested personnel action.	2/4 1/8
		
<u>102-11</u> unclas	<u>Security awareness files.</u> Destroy after the next periodic application or on inactivation of the office.	3 1-1/2
<u>102-12</u> unclas	<u>Temporary duty travel files.</u> Destroy after 2 years.	1 1
<u>102-13</u> unclas	<u>Office military personnel files.</u> Destroy 1 year after transfer or separation of individual.	1/2 1/4
<u>103-05</u> unclas & conf.	<u>Policy and precedent files.</u> Destroy individual documents when superseded or obsolete.	2 1
<u>201-02</u> unclas & conf.	<u>Administrative files.</u> Destroy after 2 years.	1/4 1/8

<u>TAFES File No.</u> <u>Classification</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
[REDACTED]	[REDACTED]	[REDACTED]
201-06 unclas	Staff visit files Destroy after 2 years.	1/4 1/8
201-07 unclas & conf	Reference paper files. Destroy when no longer needed to facilitate or control work.	46 23
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
215-04 unclas	Public service reporting files. Destroy after 3 years.	1/8 1/16
215-05 unclas	Program promotion and recognition files, Destroy after 2 years.	1/8 1/16
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
216-04 unclas	Space management control files. Destroy when superseded.	1 1/2
[REDACTED]	[REDACTED]	[REDACTED]
224-01 unclas	IG inspection files (Headquarters, Department of the Army). Destroy 1 year after the next comparable inspection.	3 1-1/2
227-02 unclas	Personnel-type order files. Destroy after 5 years.	10 5
227-03 unclas	Publication reference set files. Destroy when superseded.	5 2-1/2

<u>TA</u> <u>Classification</u>	<u>File No.</u> <u>Disposition</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>604-03</u> unclas		<u>Unit award case files.</u> Destroy after 1 year.	1/2 1/4
<u>606-03</u> unclas		<u>Safety hazard files.</u> Destroy after 2 years.	1/4 1/8
<u>606-05</u> unclas		<u>Safety standard files.</u> Destroy after 2 years.	1/2 1/4
[REDACTED]		[REDACTED]	[REDACTED]
[REDACTED]		[REDACTED]	[REDACTED]
<u>702-03</u> unclas		<u>Eligibility files.</u> Destroy after 2 years.	1/2 1/4
<u>702-04</u> unclas		<u>Eligibility determination files.</u> Destroy after 1 year.	1 1/2
<u>702-05</u> unclas		<u>Inquiry files.</u> Destroy after 3 months.	1-1/2 3/4
<u>704-02</u> unclas		<u>Recruiting advertising media files.</u> Destroy after 5 years.	7 3
<u>704-03</u> unclas		<u>Examination/enlistment files.</u> Destroy after 18 months.	1 1/2
<u>705-01</u> unclas		<u>Appointment application files.</u> Destroy after 6 months or on discontinuance, whichever is first.	2 1
<u>706-04</u> unclas		<u>Active duty reporting files.</u> Destroy after 1 year or on discontinuance, whichever is first.	1/4 1/8
<u>707-03</u> unclas		<u>Identification card files.</u> Destroy when card is voided prior to issue, is replaced, or is no longer valid.	1/4 1/8
<u>708-03</u> unclas		<u>Informational personnel files.</u> Destroy 1 year after transfer or separation of the individual.	1/4 1/8

<u>TAFPS File No.</u> <u>Classification</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>708-09</u> unclas	<u>Mobilization designee files.</u> Destroy 1 year after termination of mobilization designation or on discontinuance, whichever is first.	2 1
<u>710-02</u> unclas	<u>Reserve Officer career management</u> <u>files.</u> Destroy on final separation from the Army Reserve.	1/4 1/8
<u>714-01</u> unclas	<u>Military personnel distribution</u> <u>control files.</u> Destroy after 1 year or on discon- tinuance, whichever is first.	1 1/2
<u>714-02</u> unclas	<u>Military personnel assignment files.</u> Destroy after 1 year or on discon- tinuance, whichever is first.	8 4
⁰⁴ <u>714-5</u> unclas	<u>Branch transfer request files.</u> Destroy after 1 year or on discon- tinuance, whichever is first.	4 2
<u>715-01</u> unclas	<u>Organization roster files.</u> Destroy after 1 year or on discon- tinuance, whichever is first.	1/4 1/8
<u>716-02</u> unclas	<u>Leave of absence files.</u> Destroy after 6 months or on dis- continuance, whichever is first.	8 4
<u>716-08</u> unclas	<u>Leave control log files.</u> Destroy after 1 year or on discon- tinuance, whichever is first.	6 3
<u>717-02</u> unclas	<u>Promotion eligibility roster files.</u> Destroy after 2 years.	1/4 1/8
<u>717-07</u> unclas	<u>Reserve Officer promotion files.</u> Destroy after 2 years.	1/4 1/8
<u>717-08</u> unclas	<u>Reserve general officer promotion</u> <u>files.</u> Destroy after 2 years.	1/8 1/16

<u>TAFM File No.</u> Classification	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>1416-10</u> unclas	<u>Supply or equipment authorization files.</u> Destroy when incorporated in a numbered publication or on rescission whichever is first.	1-1/2 3/4
<u>1416-36</u> unclas	<u>Aircraft distribution and transfer files.</u> Destroy on final disposition of the aircraft.	6 3
<u>1420-20</u> unclas	<u>Army aircraft inventory, status, and flying time reporting files.</u> Destroy after 2 years.	12 6
<u>1421-07</u> unclas	<u>Labor pool and equipment operating files.</u> Destroy after 6 months.	6 3
<u>1430-03</u> unclas	<u>Status of publication files.</u> Destroy after 1 year.	1/4 1/8
<u>1501-02</u> unclas	<u>Administrative files.</u> Destroy after 2 years or on discontinuance.	40 20
<u>1501-07</u> unclas	<u>Reference paper files.</u> Destroy when no longer needed to facilitate or control work.	36 18
		
<u>1503-03</u> unclas	<u>Acquisition files.</u> Destroy 6 years after approval of the completed real estate audit.	1/4 1/8
		
<u>1504-20</u> unclas	<u>Real property utilization files.</u> Destroy after 2 years or on discontinuance of the installation.	1/4 1/8

<u>TAFES File No.</u> <u>Classification</u>	<u>Description</u> <u>Disposition</u>	<u>Volume (Inches)</u> <u>Annual Accumulation (Inches)</u>
<u>1505-02</u> unclas	<u>Disposal files.</u> Destroy 6 years after disposal action on the property.	48 24
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
<u>1515-10</u> unclas	<u>Cost estimating files.</u> Destroy on discontinuance of the function to which they relate.	1/2 1/4
[REDACTED]	[REDACTED]	[REDACTED]
<u>1515-19</u> unclas	<u>Progress reporting files.</u> Destroy after 5 years.	1/4 1/8