

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

1/23/79
LEAVE BLANK

JOB NO.	NCI-AU-79-26
DATE RECEIVED	23 JAN 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>2-1-79</i> <i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT) Department of the Army	
2. MAJOR SUBDIVISION The Adjutant General Center	
3. MINOR SUBDIVISION Records Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER Ethel K. Littles	5. TEL. EXT. 693-1938

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.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE 16 JAN 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol O'Brien</i> GUY B. OLDAKER	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	CIVILIAN PERSONNEL PROGRAM REPORTING FILES (FN 802-01), AR 340-18-8. Documents which provide data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports; consolidation, summaries, extracts of reports, and similar or related documents. Disposition: (a) Office performing Army-wide responsibility: Consolidated and summarized reports: Permanent. (b) Other documents: Destroy after 5 years. (c) Other offices: Destroy after 5 years, except that feeder reports will be destroyed after 1 year.		
2	TRAINING AND PROMOTION AGREEMENT FILES (FN 810-01) Documents related to negotiating master training and promotion agreements with the Civil Service Commission in professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar or related documents.		

Send annotated schedule to WNRC. Send copies of job to agency, NNSR, and NAMA.

8 items

MJ 29-79

Request for Records Disposition Authority - Continuation

JOB NO.

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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
3	<p>Disposition: (a) Office responsible for negotiating the agreement: Destroy 10 years after supersession or obsolescence.</p> <p>(b) Other offices: Destroy after 2 years.</p> <p>RESEARCH AND STUDY FELLOWSHIP FILES (FN 810-02). Documents relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents.</p> <p>Note: Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file.</p> <p>Disposition: ^aDA staff performing final review: Destroy after 10 years.</p>		
4	<p>CIVILIAN TRAINING REPORTING FILES (FN 810-06). Documents reflecting the status of civilian training in Government and non-government facilities. Included are reports and related documents.</p> <p>Disposition: (a) Office performing Army-wide responsibility: Destroy after 10 years.</p> <p>(b) Other offices: Destroy after 5 years.</p>		