

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1-AU-79-77	
DATE RECEIVED 9/13/79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	OCT 3 1979 <i>Matt J. Stender</i> ACTING 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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Phil Burnam

5. TEL EXT

693-1937

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 3 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 6 Sep 79	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.	<p><u>Army Housing Files, Subfunctional Category 1511, AR 340-18-15</u></p> <p>1511-12, Furnishings and Equipment Inventory and Management Files. Documents relating to the management of furnishings for family and bachelor housing and transient quarters. Included are inventory reports of all types of household furnishings and equipment; planned procurement and redistribution of assets; approvals for redistribution of housing excesses; cost comparison analyses; and related documents.</p> <p>Disposition - Office performing Army-wide responsibility: Destroy after 5 years.</p> <p>Other offices: Destroy after 3 years.</p> <p>Background - Office of the Chief of Engineers is the office performing Army-wide responsibility and establishes overall program policy and general procedures. Major Army Commands establish and manage the program for their command. Consolidated reports are prepared from inventories received from subordinate elements. Inventories and consolidated reports are reviewed to identify excesses and approve redistribution of excesses to satisfy deficits, planned procurement, and cost comparison analysis to ensure economical use of resources.</p>		

*Copy to agency
NARC's
NUM
10-16-79
SE*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2.	<p>1511-13, Family Housing Maintenance, Repair, Incidental Improvement, and Minor Construction Project Files. Documents accumulated in the review and approval of projects for maintenance, repair, incidental improvement, and minor construction of family housing. Included are requests for approval, technical reviews, approvals, specifications, plans, estimates, cost analyses, economic analyses, environmental impact statements, cost control records and related documents.</p> <p>Disposition - Office performing Army-wide responsibility: Destroy 3 years after completion of project.</p> <p>MACOM's: Destroy 1 year after completion of project.</p> <p>Other offices: Destroy 3 years after completion of projects.</p> <p>Background - Office of the Chief of Engineers is the office performing Army-wide responsibility and establishes overall program policy and general procedures. Major Army Commands establish and manage the program for their command. Project documentation is forwarded to Major Commands by subordinate installations. The installations establish a priority order for the projects at that installation. Major Commands then place the projects from all their subordinate installations in a command priority order. Those projects that require higher authority are then forwarded for approval action.</p>		
3.	<p>1511-14, Family Housing New Construction and Line Item Improvement Files. Documents accumulated in planning, development, design, and construction of new family housing projects and remodeling, conversion or addition to existing structures. Included are land use studies, economic analyses, environmental impact statements, plans and specifications, and related documents.</p> <p>Disposition - Offices performing Army-wide responsibility: Destroy 3 years after completion of project.</p> <p>Other offices: Destroy 2 years after completion of project.</p> <p>Background - Office of the Chief of Engineers is the office performing Army-wide responsibility and establishes overall program policy and general procedures. Priority projects are collected from subordinate installations by Major Commands. The Major Commands arrange the projects in priority order and forward them to HQDA for development of Army programs. Programs are established and functional reviews are accomplished.</p>		

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF
3 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p>1511-15, Family Housing Project Status Reporting Files. Documents accumulated that report the status of current projects. Included are quarterly reports under the FHMA/ BP 1800 and 1900 programs and related documents.</p> <p>Disposition - Destroy after 1 year.</p> <p>Background - The reports are prepared in the Family Housing Offices at installation level. They provide the status of family housing projects and consist of three sections: Financed projects, Unfinanced projects, and Projects deleted. The reports are reviewed to ensure proper classification of work and adequate planning for timely accomplishment of projects in accordance with the obligation plan.</p>		