

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

10/1/80

LEAVE BLANK

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

JOB NO

NC1-AU-81-1

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE ARMY

DATE RECEIVED

October 2, 1980

2. MAJOR SUBDIVISION
Office of The Adjutant General

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION
Records Management Division

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

John G. Vos

693-1937

Withdrawn

Date

Archivist of the United States

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 13 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 23 SEP 1980 D. SIGNATURE OF AGENCY REPRESENTATIVE *Guy B. Oldaker*

E. TITLE

GUY B. OLDAKER

Chief, Records Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

1.

This request is submitted for the establishment of a new subfunctional file category in the logistics management area, as follows:

1436 PRODUCT IMPROVEMENT PROJECT FILES

These records are created in establishing product improvement requirements to determine the need for the product improvement, insure adequate review and evaluation of each proposed product improvement, and to assure that only essential or cost effective improvements and required safety or other legislated characteristics are considered and approved.

File No. Description

1436-01 Product Improvement Project Case Files. These files consist of documents created in connection with a specific project. This file should be used when it is impractical or undesirable to file the segments of the project separately.

Disposition

Destroy 6 years after completion or termination of the project.

1

8 items

Withdrawn R.T.D. : 11-17-80

Request for Records Disposition Authority - Continuation

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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. (cont'd)	<u>File No.</u>	<u>Description</u>	<u>Disposition</u>	
	1436-02	<u>Product Improvement Project Management Files.</u> Documents relating to the overall management of Product Improvement Projects (PIPs) which due to their general nature cannot logically be filed with papers relating to a specific project.	See 1436-01.	
	1436-03	<u>Product Improvement Project Authorization Files.</u> Documents reflecting actions and decisions leading up to and including the authorization for initiation of a project.	See 1436-01.	
	1436-04	<u>Product Improvement Project Test Data Files.</u> Documents received from testing elements which reflect results of tests and evaluations of proposed product improvements.	See 1436-01.	
	1436-05	<u>Product Improvement Project Report Files.</u> Documents consisting of a copy of progress or test reports received in connection with a project. Included are weekly, quarterly, and final progress reports; test plans; and reports.	See 1436-01.	
	1436-06	<u>Product Improvement Project Correspondence Files.</u> Retained record copies of correspondence relating to product improvement projects.	See 1436-01.	
	1436-07	<u>Product Improvement Project Meeting Files.</u> Minutes of meetings, conference reports, trip reports, and related papers pertaining to product improvement.	See 1436-01.	
	1436-08	<u>Engineering Study Proposal Files.</u> Documents relating to engineering studies to evaluate proposed product improvements or initiation of new product improvements.	See 1436-01.	

Request for Records Disposition Authority - Continuation

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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. (cont'd)	<u>File No.</u>	<u>Description</u>	<u>Disposition</u>		
	1436-09	Product Improvement Program Disapprovals. Documents and case files reflecting PIP recommendations that are not approved for implementation.	Destroy 3 years after disapproval.		
<p><u>BACKGROUND:</u> a. The above files category identifies a specific logistics function that is prescribed by Army Regulation 70-15, Product Improvement of Materiel. The functional proponent of this area (Commanding General, US Army Materiel Development and Readiness Command) indicates that establishment and preservation of a distinctive audit trail for these records is required for proper management of the function, and also advises that a 1971 GAO report "...strongly criticized the Army for the lack of an audit trail for each approved product improvement proposal".</p> <p>b. At Sample 1 are representative unclassified documents concerning product improvement of materiel, for your evaluation. Request these documents be returned when they have served their purpose.</p> <p>c. The 6-year retention standard which is recommended will meet GAO requirements and will satisfy the functional manager's audit trail documentation and reference requirements. The records described do not have sufficient archival or historical value to warrant permanent retention.</p>					