

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCL-AU-81-20	
DATE RECEIVED	
February 27, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-9-83 Date	<i>[Signature]</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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John G. Vos *Ed Lesko*

5. TEL EXT.
~~693-1937~~
325-0313

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 10 Feb 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
	<p>NON-APPROPRIATED FUND EMPLOYEE ENTITLEMENT FILES (FN 314-24, AR 340-18-3). Documents relating to administration of group life, health, and accident insurance programs and retirement plans for NAF employees. Included are periodic statements of contributions and related papers. These records are identified in organizational sequence, chronologically.</p> <p><u>Disposition:</u></p> <p>A Office exercising Army-wide responsibility (under approved MICRODIS):</p> <p>1 a. Original documents: Destroy after verification that the microform meets prescribed quality standards and is an adequate substitute for the original documents.</p> <p>2 b. Microforms:</p> <p>a (1) Original microforms: Destroy after 56 years. Do not retire.</p> <p>b (2) Other microform copies: Destroy when no longer needed for current operations.</p> <p>B Other offices: Destroy after 4 years.</p> <p>-----</p> <p><u>BACKGROUND:</u></p> <p>1. The existing standard ("Destroy 6 years after termination</p>		4 items

Mass data change sheet required.

Agency sent 11-2-83 by DMW.

All FRC's sent 11-2-83 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

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	<p>of involvement by the NAF activity") was brought under review by The Adjutant General's Office during processing of a MICRODIS for the filming of these records. The existing standard has been in effect for many years, with no record of an SF-115 or other Archives approval for it. However, the 6-year standard, it is agreed between this office and the office exercising Army-wide responsibility for this function, is totally inadequate. First, the standard does not distinguish between the NAF instrumentality in the field and the HQ, Department of the Army office that centrally manages the function. Second, the HQDA manager uses the records in this series for verification of employee contributions and entitlements over a period of many years. The contribution record of an employee of a terminated NAF instrumentality cannot be destroyed six years thereafter because (a) the former employee may be (and often is) re-hired by another NAFI, or (b) the former employee may question his or her entitlement to benefits based on the deductions document in this record series. Thus we have established that the record of the NAF employee's entitlements, should parallel the retention of the Official Personnel Folder (i.e., 56 years) to protect adequately the rights and interests of both the individual and the United States Government. The retained copies of source document submission at the installation level ("other offices" disposition, above) can be destroyed after 4 years; any verifications necessary at the installation level after that 4-year period can be provided by the central manager at HQDA from the 56-year record.</p> <p>2. The existing standard for this record series was apparently aimed at the NAF instrumentality at the installation level, to cover retained copies of source documents used to report monthly deductions from the employees' pay for the various coverages; it was not then, nor is it now, suitable for the central management office at HQDA. In fact, the functional manager has (quite properly, from the perspective of his reference needs) retained all these organizational reports since the inception of the program, in its presently-constituted form, in 1966. Approval of this request, therefore, will legitimize the obvious requirement to retain these records for the increased length of time in order to satisfy the information requirements for which they were created.</p>		