

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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

Cliff Jones

5 TEL EXT

325-6044

LEAVE BLANK	
JOB NO NCI-AU-83-22	
DATE RECEIVED 5/10/83	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3203a, the disposal request, including amendments, is approved for records that may be stamped "disposal not approved" in accordance with 40	
Withd 2/10/84 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 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 1983 D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE

26 APR

John Henry Hatchek
 JOHN HENRY HATCHEK, Ph.D

Archivist of the Army

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>BACKGROUND: Authority to dispose of original records, FN 217-01, Management Survey Case Files, after they are microfilmed was granted by NARS Job No. NC-AU-75-19 for U.S. Army Communications Command, Fort Huachuca. Now The Office of Army Chief of Staff is presently converting all documents under FN 217-01 to microform under MICRODIS 0234. Other Army agencies will likely convert all their documents under this file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached pages for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18-2. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>	NC-AU-75-19	

#83-33

Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF
2 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>217-01 Management Survey Case Files</p> <p><u>DESCRIPTION:</u> Documents relating to the systematic formal review of organizational structure or operational procedures and accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.</p> <p><u>DISPOSITION STANDARD:</u> 217-01, Management Survey Case Files.</p> <p>Agencies not converting the data to microform:</p> <p>a. Office conducting the survey or office sponsoring the contract: Permanent. Cutoff on completion of actions directed.</p> <p>b. Office surveyed: Destroy on completion of next comparable survey, or when no longer required for reference.</p> <p>Agencies converting all the data to microform under an approved MICRODIS:</p> <p>a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents.</p> <p>b. Original microforms:</p> <p>(1) Office conducting the survey or office sponsoring the contract:</p> <p>(a) One silver halide microform set and one diazo or vesicular copy: Permanent. In coordination with DAAG-AMR-P, offer microforms from initial filming to the National Archives upon completion of all quality checks. Offer microfilms from subsequent filmings, as a direct accretion to an existing series of records already accessioned into the National Archives, in 5 year blocks.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>(2) Office surveyed: Original microforms and other microform copies: Destroy on completion of next comparable survey, or when no longer required for reference.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A
Revised July 1974
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4