

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AU-83-38</b>	
DATE RECEIVED <b>6/16/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>Withdrawn</b>	
Date <i>6/16/83</i> from <i>Army of the United States</i>	

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Department of the Army

2 MAJOR SUBDIVISION  
Office of the Adjutant General

3 MINOR SUBDIVISION  
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Bert Haggett

5 TEL EXT  
325-6044

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 two 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 <b>June 83</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JOHN HENRY HATCHER, Ph.D.	E TITLE Archivist of the Army
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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><b>BACKGROUND:</b> The Army has a requirement to establish a new subfunctional category and file number in order to manage the records being created in response to the Army's Organizational Effectiveness Program, (AR 5-15, dated 1 February, 1982.)</p> <p>Request approval of the following disposition standards:</p> <p>ORGANIZATIONAL EFFECTIVENESS (OE) FILES. (SUBFUNCTIONAL CATEGORY 242-AR 340-18-2.) These files relate to the operation of Organizational Effectiveness Offices throughout the Army. They provide the means by which trends in OE can be determined, OE program effectiveness can be evaluated, and through which OE program management, resource requirements and related OE efforts can be built.</p> <p>NOTE: For guidance concerning the confidentiality and anonymity of information contained in these records, and the release thereof, see AR 5-15.</p> <p>FN 242-01. OE Program Management Files.</p> <p><b>DESCRIPTION:</b> Documents relating to the management of the OE program. Included are: Policy statements, guidance and regulatory requirements, review and planning conference schedules, resource and manpower structures, memorandum for record, results of actions taken on specific problems,</p>		

**#83-37**

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>FN 242-01 con't. and similar documents. <u>DISPOSITION:</u> Destroy in CFA after 3 years.</p> <p>FN 242-02. OE Education and Training Files. <u>DESCRIPTION:</u> Documents relating to the program of instruction and attendance at the US Army Organizational Effectiveness Center and School (USAOEC&amp;S) and local training dealing with OE. Included are: OECS quota allocations, selection standards, applications from individuals or organizations, notices of acceptance, rejection or exception to policy, OE AERB requirements, continuing education/professional development, operational doctrine, training evaluations and similar documents. <u>DISPOSITION:</u> Destroy in CFA after 3 years.</p> <p>FN 242-03. OE Evaluation/Research and Case Files. <u>DESCRIPTION:</u> Documents relating to case studies conducted as well as evaluation efforts to identify actual or potential problem areas and recommended solutions. Included are: actions directing that studies be undertaken, statements of work, reports of results, completed case studies, research projects and requirements, annual command summaries, IG reports, OE program evaluations and similar documents. <u>DISPOSITION:</u> Destroy in CFA after 3 years.</p> <p>FN 242-04. OE Consultant Files. <u>DESCRIPTION:</u> Documents relating to consulting and methods of operations. Included are: Requests for consultant services, records of consultant activities, operational designs and models, final reports and similar documents. <u>DISPOSITION:</u> Destroy in CFA after 3 years.</p> <p>*****</p>		

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**Records Management Division**

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**Bett Haggett**

5. TEL EXT  
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**NOV 40-8338**

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Date \_\_\_\_\_ Archivist of the United States

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	<b>JOHN HENRY HATCHER, Ph.D.</b>	<b>Archivist of the Army</b>

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