

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

Office of The Adjutant General

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

John G. Vos

5 TEL EXT

325-6044

LEAVE BLANK

JOB NO

NCI-AU-83-39

DATE RECEIVED

7/14/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-3-83

Date

Robert M. May
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 1 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 Jul 83

D SIGNATURE OF AGENCY REPRESENTATIVE

John Henry Hatcher

E TITLE

JOHN HENRY HATCHER, 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>Addition (new record series) to AR 340-18-14 and AR 340-2:</p> <p><u>Number:</u> 1416-39</p> <p><u>Title:</u> RELIEF FROM RESPONSIBILITY (LIABILITY ADMITTED) FILES.</p> <p><u>Description:</u> Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131, Cash Collection Voucher; DD Form 362, Statement of Charges; and similar forms and records. DOES NOT INCLUDE those copies of forms that support entries to the property book, which are filed under FN 1416-14.</p> <p><u>Disposition:</u> a. DD Form 1131: Destroy 3 months after completion of collection action. b. DD Form 362: Destroy 3 months after verification that all amounts have been collected from the soldier's pay.</p>		<p align="right"><i>J. Hatcher</i></p>

*No more data charge required
Agency sent 8-10-83 by DMW*

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-83-39

SECTION I - ACTION TAKEN

XX

1 APPROVED FOR DISPOSAL The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>J Wallace</i>	7/14/83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Jean E. Keeting, Acting</i>	7/14/83
CONCURRENCES	DIRECTOR - NNM	<i>Garry Ryan</i>	8/3/83

SECTION III - APPRAISER'S COMMENTS

TAFS 1416-39, Relief from Responsibility Files, is a new series. The records are of a routine administrative nature and the proposed retention period appears sufficient. I recommend approval.