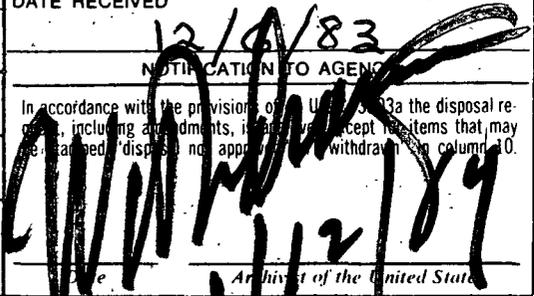


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCI-AU-84-7
DATE RECEIVED	2/8/83
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 CFR 101.11.506-3, the disposal request, including amendments, is approved except for items that may be retained, disposed, not approved, or withdrawn, as indicated in column 10.</small>	
	
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
Cliff Jones

5. TEL. EXT.
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 22 NOV 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Archivist of the Army
	JOHN HENRY HATCHER, Ph.D	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>FN 210-01 DA program development files.</p> <p>BACKGROUND: The Office of the Comptroller of the Army is presently converting documents that are filed under FN 210-01 DA program development files to microform under MICRODIS 5086. Other Army offices responsible for preparation will likely request authority to convert documents under the same 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 page 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. The records described on this form will be microfilmed in accordance with the standards set forth in Subpart 101-11.506-3, FPMR and inspected in accordance with Subpart 101-11.507-2.</p> <p><i>Withdrawn</i></p>	<p>NN-166-204</p> <p>NC-AU-75-3</p> <p>NCI-AU-78-37</p>	

#84-7

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p>210-01 DA program development files.</p> <p><u>DESCRIPTION:</u> Documents relating to the preparation, coordination, approval, and issue of the DA Five-Year Defense Program or comparable DA program document that translates the objectives established by the DA plans into time-phased schedules of accomplishment. These program documents are approved by the Secretary of the Army and the Secretary of Defense and thereafter serve as the basis for development, by the DA staff, of the more detailed program and budget guidance to operating agencies. Included are summary and descriptive data sheets; program change request; subject issue; manpower memorandums; minutes of meetings of review committees; coordinating actions; approvals; summary tables; force lists; shopping lists for materiel items; and related information.</p> <p><u>DISPOSITION:</u></p> <p>a. Offices responsible for preparation that are not converting the information to microform: Permanent. Cut off at end of the current fiscal year.</p> <p>b. Offices responsible for preparation that are converting the information to microform under an approved micrographic system:</p> <p>1. 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>2. Microforms:</p> <p>(a) One silver-halide microform set and one diazo or vesicular copy: Permanent. Cut off at end of current fiscal year.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>c. Other offices: Destroy after 3 years.</p> <p>Permanent records will be offered NARS after 20 years as called for in NCI-AU-78-37</p>		