

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

325-0313

LEAVE BLANK	
JOB NO NCI-AU-84-11	
DATE RECEIVED 12/6/82	
NOTIFICATION TO AGENCY W. Hatcher	
<small>In accordance with the provisions of 44 CFR 101-11.506-1, the disposal records must include amendments to the disposal standard except for items that may be deleted, "withheld" or "withdrawn" in column 10.</small>	
Date	1/12/84 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 3 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	SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	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>210-10 Operating budget files.</p> <p><u>BACKGROUND:</u> The Office of the Comptroller of the Army is presently converting documents that are filed under FN 210-10 Operating budget files to microform under MICRODIS 5086. Other Army preparing offices of general and special operating agencies and other preparing offices 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 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. The records described on this form will be microfilmed in accordance with the standards set forth in Subpart 101-11.506-3, FPMR.</p>	NC-AU-75-19	<i>Withdrawn</i>

#84-4

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>210-10 Operating budget files.</p> <p><u>DESCRIPTION:</u> Documents relating to the preparation and submission of budget estimates and Command Operating Budgets (COB). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance direct from DA) are forwarded to DA for staff use in preparing and defending the Army Budget, the President's Budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary); draft and final COBs (formerly Operating Program and Budget); Military Assistance Program Operating budgets and comparable budgets and budget estimates; minutes of program budget advisory committees; and related information.</p> <p>a. Preparing offices of general and special operating agencies.</p> <p>(1) Agency wide estimates, COBs, and related information.</p> <p><u>DISPOSITION:</u></p> <p>Offices not converting the information to microform: Permanent. Cut off at end of target FY.</p> <p>Offices converting the information to microform under an approved micrographic system:</p> <p>a. Original documents: Destroy after verification that the microform is an acceptable substitute for the original documents.</p> <p>b. Microforms:</p> <p>(1) One silver-halide microform set and one diazo or vesicular copy: Permanent. Cut off at end of target FY.</p> <p>(2) Other microform copies: Destroy when no longer needed for current operations.</p> <p>-----</p> <p><u>DESCRIPTION:</u></p> <p>(2) Copies of lower order COBs, estimates, and related information.</p>		

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1	<p><u>DISPOSITION:</u></p> <p>Destroy 1 year after end of the the target FY.</p> <p>-----</p> <p><u>DESCRIPTION:</u></p> <p>b. Other preparing offices. (1) Final published COBs.</p> <p><u>DISPOSITION:</u></p> <p>Permament. Offices converting the information to microform under an approved micrographic system will apply the disposition instructions in a. and b. above.</p> <p>-----</p> <p><u>DESCRIPTION:</u></p> <p>(2) Other records.</p> <p><u>DISPOSITION:</u></p> <p>Destroy after 3 years</p> <p>-----</p> <p><u>DESCRIPTION:</u></p> <p>c. Other offices.</p> <p><u>DISPOSITION:</u></p> <p>Destroy at the end of the target FY.</p>		