

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION</b> <b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO <i>NC1-AU-85-52</i>	DATE RECEIVED <i>5-30-85</i>
1 FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION The Adjutant General's Office		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER  Cliff Jones	5 TELEPHONE EXT  325-6044	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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence  is attached, or  is unnecessary

B DATE <i>6 May 85</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	D TITLE Army Records Manager
	JOHN HENRY HATCHER, Ph.D	

ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	210-04 DA budget estimate files. (Planned MARKS Number 1-1i)  <u>BACKGROUND:</u> The Office of the Comptroller of the Army is presently converting information that is filed under FN 210-04, DA budget estimate files, to microform under Microphotographic Identifier (MPI) 60352. Other Army offices responsible for preparation, consolidation, and approval 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.	NC-AU-75-3 NC1-AU-78-29 NC1-AU-84-8	

*Enclosure 2*                      *#85-50*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO	PAGE
	2 OF 2

7 ITEM NO	8 DESCRIPTION OF ITEM: (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>210-04 DA budget estimate files.</p> <p><u>DESCRIPTION:</u> Information created in the DA Staff preparation, review, and consolidation of budget estimates and in their submission to the Office of the Secretary of Defense for incorporation in the DOD budget. Included are budget estimates prepared by DA Staff agencies for their functional areas of responsibility; minutes of budget committee meetings; consolidated Army budget estimates; approvals; Defense markups (subject/issues) upon which the President's budget is based; briefings; and presentations on the budget estimates for review offices in DOD and BOB; and similar information.</p> <p><u>DISPOSITION:</u></p> <p>a. Offices responsible for preparation, consolidation, and approval that are not converting the information to microform: Permanent.</p> <p>b. Offices responsible for preparation, consolidation, and approval that are converting the information to microform under an approved micrographic system:</p> <p>(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original information.</p> <p>(2) Microforms:</p> <p>(a) One silver-halide microform set and one diazo or vesicular copy: Permanent.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>c. Other offices: Destroy after 2 years.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER  
NC1-AU-85- 52

SECTION I - ACTION TAKEN

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

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

Item 1a & 1b(2)(a)

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>James [Signature]</i>	4/18/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	4/18/86
CONCURRENCES	<del>NNM</del>		

SECTION III - APPRAISER'S COMMENTS

This job, submitted by Army, authorizes the substitution of film for paper in the case of records already approved for permanent retention. NARA should approve this job as submitted since the records at issue lack intrinsic value. Since this job does not involve the destruction of any information, but only the substitution of film for paper, publication in the Federal Register is not required.