

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-AU-85-56

DATE RECEIVED

5-30-85

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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

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 GRS OR SUPERSEDED JOB CITATION	10.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	211-03 Operating program progress reporting files. (Planned MARKS Series 5-10). BACKGROUND: The US Army Aviation Systems Command, St Louis, MO is presently converting information that is filed under FN 211-03 Operating program progress reporting files to microform under Microphotographic Identifier (MPI) S0068. Other Army offices will likely request authority to convert information under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMP, 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 standards set forth in Subpart 101-11.506-3, FPMP.	NC-AU-75-19 NC1-AU-77-138	

Enclosure 6

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REQUEST FOR RECORDS DISPOSITION AUTHORITY -- CONTINUATION

JOB NO.

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1	<p>211-03 Operating program progress reporting files</p> <p><u>DESCRIPTION:</u> Information which reflects actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commander's narratives, summaries, and similar information.</p> <p><u>DISPOSITION:</u></p> <p>a. Offices not converting the information to microform: Permanent.</p> <p>b. Offices 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>		