

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1-AU-85-57

DATE RECEIVED

5-30-85

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. TELEPHONE EXT.

325-6044

DATE

ARCHIVIST OF THE UNITED STATES

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

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; 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

6 May 85

C. SIGNATURE OF AGENCY REPRESENTATIVE

John Henry Hatcher
JOHN HENRY HATCHER, Ph.D

D. TITLE

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p>Committee files. (File number <u>01-05</u>, in each common mission area of the 200 through 1500 series file numbers) (Planned MARKS Number 15-1a).</p> <p>BACKGROUND: The Office of the Comptroller of the Army is presently converting information that is filed under FN 201-05 Committee files to microform under Microphotographic Identifier (MPI) S0352. Other Army elements of HQDA, MACOM, and SUBMACOM will likely request authority to convert information under <u>01-05</u> Committee files 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>	<p>NN-166-204 NC-AU-75-19 NC1-AU-81-5 NC1-AU-84-10 NC1-AU-85-14</p>	

Enclosure 7

#85-55

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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><u>01-05 Committee files</u></p> <p><u>DESCRIPTION:</u> Information on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which DA takes part, as well as committees within all echelons and elements of the Army.</p> <p>Included are--</p> <ul style="list-style-type: none"> a. Proposals, approvals, and disapprovals to establish the committee. b. Charters, terms of reference, and comments on them. c. Directives establishing, changing, continuing, or dissolving the committee. d. Information nominating, approving, appointing, and relieving committee members. e. Notices, agenda, minutes, and reports of committee meetings. f. Similar information. <p>a. Office of Committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record.</p> <p>(1) Elements of HQDA, MACOM, and SUBMACOM.</p> <p><u>DISPOSITION:</u></p> <ul style="list-style-type: none"> a. Elements not converting the information to microform: Permanent. Retire when no longer needed for current operations. b. Elements converting the information to microform under an approved micrographic system: <ul style="list-style-type: none"> (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. (2) Microforms: <ul style="list-style-type: none"> (a) One silver-halide microform set and one diazo or vesicular copy: Permanent. Retire when no long longer needed for current operations. (b) Other microform copies: Destroy when no longer needed for current operations. 		

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1	<p><u>DESCRIPTION:</u> (2) Elements at other command levels.</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for current operations.</p> <p><u>DESCRIPTION:</u> b. Offices of other committee members:</p> <p><u>DISPOSITION:</u> Destroy when no longer needed for current operations.</p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NC1-AU-85- 57

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 1(a)(1)(a) & Item 1(a)(1)(b)(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>June Neal</i>	4/18/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossner</i>	4/18/86
CON- CURRENCES	NNM		

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.