

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
*(See Instructions on reverse)*

LEAVE BLANK

JOB NO.

*NCI-AU-85-68*

DATE RECEIVED

*7-10-85*

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

Gerre Turney

5. TELEPHONE EXT.

325-0313

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1 Jul 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 GRS OR SUPERSEDED JOB CITATION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)*

Military construction project files. (FN 1515-13)<sup>a</sup> Documents pertaining to site/properties listed in the National Register of Historic Places. Documents on the planning, design, and construction of specific projects or properties. (AR 200-1 and TM 5-108). Included are--

- (1) Authorizations.
- (2) Justifications.
- (3) Tests.
- (4) Investigations.
- (5) Geological investigations.
- (6) Cement and concrete reports.
- (7) Foundations reports.
- (8) Logbooks and diaries.
- (9) Computations & cross sections.
- (10) Construction field layout books.
- (11) Relocations.
- (12) Analyses of design.
- (13) Specifications and addenda.
- (14) Original tracings.
- (15) "As-built drawings.
- (16) Shop drawings.
- (17) Progress photographs and inspection reports.

b. Documents pertaining to site/properties not listed in the National Register of Historic Places. Documents on the planning, design, and construction of specific projects or properties. Included are--

*Withdrawn*

*# 85-62*

- |                                      |   |
|--------------------------------------|---|
| (1) Authorizations.                  | (11) Specifications & addenda.                  |
| (2) Justifications.                  | (12) Original tracings.                         |
| (3) Tests.                           | (13) "As-built" drawings.                       |
| (4) Investigations.                  | (14) Shop drawings.                             |
| (5) Geological investigations.       | (15) Progress photographs.                      |
| (6) Cement and concrete reports.     | (16) Inspection reports.                        |
| (7) Computations and cross-sections. | (17) Completion reports.                        |
| (8) Logbooks and diaries.            | (18) Network analysis system progress schedule. |
| (9) Relocations.                     | (19) Operations and maintenance documents.      |
| (10) Analyses of design              |   |

NOTE: "As-built" plans, including original tracings, site plans, reservations maps, reproducible copies of standard drawings indicating the "as-built" changes, final approved shop drawings, copies of construction contracts, specifications, O&M manuals, and copies of final design analysis will be transferred to the using service after acceptance of the facility.

**DISPOSITION:**

a. Offices of the Army Staff, major commands and major subordinate command headquarters: Destroy when superseded, obsolete, or no longer needed for reference (a above).

b. Field offices: PERMANENT. (a above) (No change in disposition).

c. Offices of the Army Staff, major commands and major subordinate command headquarters: Destroy when superseded, obsolete, or no longer needed for reference (b above).

d. Field offices: Destroy 10 years after completion of project, except that analysis of design will be retained until project is abandoned or passes from DOD control (b above). (No change in disposition.)

JUSTIFICATION: Situations arise whereby a project will appear to be complete and is cut off with a 2 year disposition applied. Consequently, problems do occur, perhaps 3 to 10 years after completion of the project; in the meantime valuable information is lost or destroyed after 2 years. The above will provide for these occurrences and also meet present Army requirements.