

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)
U.S. Army

2. MAJOR SUBDIVISION
U.S. Total Army Personnel Command

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Betty S. Burton

5. TELEPHONE
703-806-4388

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-AU-02-22

DATE RECEIVED
06/17-2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
9-27-02

ARCHIVIST OF THE UNITED STATES
[Signature]

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ^{this page} 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE: 12 Jun 02

SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
HOWARD N. GREENHALGH

TITLE: Director, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><u>General Correspondence Files</u></p> <p>The Army wishes to update the description and disposition for its general correspondence files. This description and disposition will apply to all (both current and future) general correspondence files in each of the functional file categories within the Army's recordkeeping system unless Army instructs otherwise. The proposed disposition instructions apply to all media and format.</p> <p>Description: Routine comments on regulations, directives, or other publications submitted to office with chief responsibility; routine or general requests for information and replies; reference copies of records maintained by action officers and offices of record; informal reports with related information; general recommendations and suggestions with all types of transmittals; information received requiring no action; cards, listings, indexes, or other items which are created solely to facilitate or control work; and other transactions of a general, routine, and administrative nature. (This does not include instruction files. See file numbers 25-30i and 25-30q.)</p> <p>Disposition: KE6. Event is 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies. Keep in CFA until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.</p>	<p><i>under the particular file number or unless NARA instructs otherwise. Amended by R. Ware per B. Burton, 9-17-02</i></p> <p>NI 167-34 NI 185-192</p>	
2	<p>The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating, whichever is later. <i>Amended by R. Ware per K. Houston, 8-8-02</i></p>		

c.e. Agency NR DUMW