

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>NI-AU-86-22</i>	DATE RECEIVED <i>2/4/86</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE ARMY		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION ARMY RECORDS MANAGEMENT OPERATIONS OFFICE		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION STANDARDS DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER E. F. LESKO <i>EFL</i>	5. TELEPHONE EXT. 325-6044	DATE 5-12-86	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
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>14 Jan 86</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE W. R. BOARDMAN, CRM <i>WR Boardman, CRM</i>	D. TITLE Army Records Manager
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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 GRS OR SUPERSEDED JOB CITATION	10.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><u>332-04 - Civil works cost basic reporting files</u></p> <p>BACKGROUND: This office, in coordination with the Army Finance & Accounting Center, has recently completed a four-year, in-depth study to reconcile all Army financial regulations with Appendix D - Finance & Fiscal Functional Files - AR 340-18 - The Army Functional Files System - TAFFS. Together we have identified several areas of recordkeeping which may not have been previously scheduled in our files structure. We have also consolidated several related files from those presently in use Army-wide.</p> <p>-----</p> <p style="text-align: center;">CONTINUED ON NEXT PAGE</p>		

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2 ITEMS

115-108 Copies to Agency, NCF, 5-19-86, emh

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)

PREVIOUS FILE NO.	TITLE	RETENTION/APPROVAL AUTHORITY
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312-05	- Civil works cost basic reporting files	--GRS 7-2
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PLANNED MODERN ARMY RECORDKEEPING SYSTEM-MARKS - NUMBER(S):

37-2-101

THE FOLLOWING DESCRIPTION AND DISPOSITION INSTRUCTIONS MEET
CURRENT ARMY REQUIREMENTS:

332-04 - Civil works cost basic reporting files

Description

Cumulative cost data on authorized civil works projects. Included are projects for the improvement of rivers, lakes, harbors, flood control, hydroelectric power production, and other aspects of the conservation, development, and use of natural water resources, consisting of quarterly and other reports submitted to the COE by Engineer divisions and districts.

Disposition

- a. Cost reports for the month of September and consolidated cost statements and studies: Destroy after 10 years.
- b. Other files: Destroy after 1 year.