

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. NI-AU-86-57	DATE RECEIVED 7-18-86
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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Programs Special Services 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 _____ 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 <input type="checkbox"/> is attached, or <input checked="" type="checkbox"/> is unnecessary			
B DATE 5 Jun 86	C SIGNATURE OF AGENCY REPRESENTATIVE <i>W.R. Boardman, CRM</i> W.R. BOARDMAN, CRM	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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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	1307-02 International meeting files. (Planned MARKS Number 34-1f). <u>BACKGROUND:</u> Army Materiel Command (AMC) is converting permanent information under this file number to microform and is proposing to destroy the original paper records. It is likely that other MACOM's will convert similar permanent information under the same file number to microform in the future. If destruction of the original paper information is approved, we plan to implement the disposition instructions indicated in this action on an Army-wide basis. In view of this, the following information is provided IAW 36 CFR, Subpart 1230.10: a. Filming will be accomplished in accordance with the standards set forth in 36 CFR, Part 1230. b. Storage conditions will adhere to the standards of 36 CFR, Subpart 1230.20.	NC1-AU-84-21	
# 86-58			

Request for Records Disposition Authority--Continuation

JOB NO

PAGE OF
2 2

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p>1307-02</p> <p>International meeting files</p> <p>Description</p> <p>Information relating to the meetings of international working groups, committees, and panels which foster standardization, interoperability, and cooperative research and development. Included are--</p> <ol style="list-style-type: none"> a. Proposals. b. Coordinating actions. c. Agendas. d. Minutes of meetings. e. Position paper. f. Corrections to final meetings report. g. Trip report. h. Similar information. <p>Disposition</p> <ol style="list-style-type: none"> a. Office performing Army-wide or MACOM-wide responsibility: <ol style="list-style-type: none"> (1) Agencies not converting the information to microform: Permanent. Cutoff when no longer needed for current operations. (2) Agencies converting the information to microform under an approved micrographic system: <ol style="list-style-type: none"> (a) Original documents: Destroy after verification that the microforms meet prescribed quality standards and that the microform is an adequate substitute for the original documents. (b) Microforms: <ol style="list-style-type: none"> (1) One silver halide microform set and one diazo or vesicular copy: Permanent. (2) Other microform copies: Destroy when no longer needed for current operations. b. Other offices: Destroy when no longer needed for current operations. 		