

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. *NI-AU-1-12*

DATE RECEIVED *6-21-91*

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE WASHINGTON DC 20408

FROM (Agency or establishment): Department of the Army
 MAJOR SUBDIVISION: U.S. Army Information Systems Command
 MINOR SUBDIVISION: DCSOPS (ASOP-MR)
 NAME OF PERSON WITH WHOM TO CONFER: Peter Criscuolo
 TELEPHONE EXT.: (602) 538-4746

NOTIFICATION TO AGENCY

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

DATE: ARCHIVIST OF THE UNITED STATES

Job Withdrawn

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.

GAO concurrence: is attached; or X is unnecessary.

DATE	NAME OF AGENCY REPRESENTATIVE	TITLE
<i>May 01</i>	<i>RASCHKE</i>	Chief Polic Division

ITEM NO.	DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	GRS OR SUPERSEDED JOB CITATION	ACTION TAKEN (NARS USE)
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The Army Integrated Publishing and Printing Program

Background: The U.S. Army Publishing and Printing Command is preparing to publish a new regulation governing Army publications and forms management. This new AR 25-30 will supersede AR 310-1 and modify recordkeeping for publications and forms approval and control at the HQDA level. The following file numbers are either new or modifications to numbers previously approved by NARA. In the latter case we have cited the current NARA approval number.

Job Withdrawn

~~1 FN: 25-30b
Title: Numerical files (internal)
Authority: NC1-AU-79-17
Description: Information accumulated in offices having authority to approve command, agency, or local forms. Included are requests for approval governing use of the form, printing specifications, and a copy of each edition of the form arranged in numerical sequence.
 a. Office having Army-wide responsibility: Permanent.
 b. Other offices: Destroy 1 year after supersession or obsolescence of form.~~

2 FN: 25-30e
Title: Forms number registers
Description: Registers used to records and control

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2 cont.	the assignment of form numbers, consisting of an entry in the register for each assigned form. <u>Disposition:</u> a. Office having Army-wide responsibility: Permanent. b. Other offices: Destroy when all forms entered on the register have been superseded or rescinded.		
3	<u>FN:</u> 25-30k <u>Title:</u> Copyright authorizations <u>Authority:</u> NC1-AU-84-39 <u>Description:</u> Information authorizing the use of the copyright material, such as letters and agreements from publishers, authors, or copyright owners. Note: When the related instruction is scheduled for permanent retention, this information may be filled with and classified as instruction files. <u>Disposition:</u> Destroy after 150 years. Retire when no longer needed for current operations.		
4	<u>FN:</u> 25-30bb <u>Title:</u> Publication number registers <u>Description:</u> Registers used to record and control the assignment of publication numbers, consisting of an entry in the register for each publication with each series. <u>Disposition:</u> a. Office having Army-wide responsibility: Permanent. b. Other offices: Destroy when all forms on the register have been superseded or rescinded.		

Job withdrawn

Four copies, including original to be submitted to the National Archives and Records Administration.

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5	<p><u>FN:</u> 25-30zz</p> <p><u>Title:</u> Distribution management</p> <p><u>Description:</u> Information and correspondence relating to the development, preparation, and review of distribution management. Included are documents and information related to the establishment and management of stockrooms, media determination, violations of distribution policies and procedures, exceptions or deviations to distribution policies and procedures, and review of distribution lists or schedules.</p> <p><u>Disposition:</u></p> <p>a. Offices of HQDA, major commands, and major subcommand headquarters and elements in a combat zone or designated as a combat support element in a combat zone: Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.</p> <p>b. Other offices: Destroy when no longer needed for current operations.</p>		
6	<p><u>FN:</u> 25-30aaa</p> <p><u>Title:</u> Periodical approvals</p> <p><u>Description:</u> Information related to approving the initiation of new periodicals, changes to existing periodicals, or to limitations in previous approvals, and renewal after expiration of the previous approval. Included are requests and notifications of approval.</p> <p><u>Disposition:</u></p> <p>a. Proponent office: Permanent.</p> <p>b. Other offices: Destroy when no longer needed for reference.</p>		

*Job
withdrawn*

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GAO concurrence: is attached; or X is unnecessary.

DATE	NAME OF AGENCY REPRESENTATIVE	TITLE
UN 03	<i>John A. Raschke</i> John A. RASCHKE	Chief, Police Division

ITEM N	B. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION:	10. ACTION TAKEN (NARS USE)
	The Army Integrated Publishing and Printing Program Background: The U.S. Army Publishing and Printing Command is preparing to publish a new regulation governing Army publications and forms management. This new AR 25-30 will supersede ARs 310-1 and 310-2. Under the Modern Army Recordkeeping System (MARKS) the file numbers for records created pursuant to the regulations must be renumbered. We have changed the file numbers for permanent value records as shown below.		<i>Job Withdrawn</i>
1	<u>New FN:</u> 25-30i <u>Old FN:</u> 310-1i <u>Title:</u> Centralized instruction background files <u>Authority:</u> NC1-AU-84-2		
2	<u>New FN:</u> 25-30q <u>Old FN:</u> 310-1q <u>Title:</u> Decentralized instruction background files <u>Authority:</u> NC1-AU-82-12		
3	<u>New FN:</u> 25-30cc <u>Old FN:</u> 310-1cc <u>Title:</u> Combat/training development guidance <u>Authority:</u> NC1-AU-77-174		
4	<u>New FN:</u> 25-30dd <u>Old FN:</u> 310-1dd <u>Title:</u> Non-Army doctrine comments <u>Authority:</u> NC1-AU-78-72		

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New FN: 25-30mm Old FN: 310-2m
Title: Publication record sets
Authority: NC1-AU-76-35

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New FN: 25-30rr Old FN: 310-2r
Title: Doctrinal training media formulation
Authority: NC1-AU-78-72

*Job
Withdrawn*

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