

JUN 29 1994

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-AU-94-32</b>	
1. FROM (Agency or establishment) U.S. ARMY		DATE RECEIVED <b>7.5.94</b>	
2. MAJOR SUBDIVISION HQ, US ARMY INFORMATION SYSTEMS COMMAND		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION INFORMATION REQUIREMENTS DIVISION, DCSOPS		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER KANDY LIGHT (ASOP-MP)	5. TELEPHONE (602) 538-8414	DATE	ARCHIVIST OF THE UNITED STATES
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 ___ 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <b>6/22/94</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jay A. Raschke</i> JAY A. RASCHKE	TITLE CHIEF, INFORMATION REQUIREMENTS DIVISION	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	BACKGROUND: The proponent of AR 15-1, Committee Management has approved the proposed recommendation to file number 15-1a Committee files, to be revised to reflect separate file descriptions and disposition instructions for federal advisory committees and internal DoD committees. Rationale: The Army manages 12 federal advisory committees. These committees must operate IAW with provisions contained in Public Law 92-463. The law provided specific requirements for public meetings, membership compositions, and agency committees on which DoD participates are "working groups" which should not be held to the same stringent file dispositions. Additionally, the Armywide disposition instructions on file number 15-1c, Committee management files, was changed to read: Office of the DA Committee Management Officer: Destroy one year after disapproval or dissolution of the committee."  FN: 15-1a Title: DoD Committee Files Privacy Act: Not Applicable	<b>NI-AU-85-14</b> <del>NI-AU-78-18</del>	

**REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION**

JOB NUMBER

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p>Description: Information on establishing, operating, and dissolving DoD committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental and international committees in which the DA takes part, as well as committees within all echelons and elements of the Army. Included are proposal, approvals, and disapprovals to establish the committee, charters, terms of reference, information on committee membership, meeting agendas, minutes, reports, and similar information. Disposition: Destroy when no longer needed for current reference.</p> <p>FN: 15-1c Title: Committee management files Privacy Act: Not applicable. Description: Information used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. Included are proposal, approvals, and disapprovals to establish, continue, or dissolve committees, charters, terms or references, and agreements, copies of directives authorizing the establishment of committees and comments on them, committee inventory data, and related information. Disposition: a. Office of DA committee management officer: Destroy 1 year after disapproval or dissolution of the committee. b. Offices of agency and command committee management officer: Destroy 1 year after disapproval or dissolution of the committee. c. Reviewing and commenting offices: Destroy after 2 years.</p>	NC1-AU-78-18	
3.	<p>FN: 15-1h Title: Federal Advisory Committee Files Privacy Act: Not Applicable. Description: Information on establishing, operating, and dissolving federal advisory committees which consider, advise, take action, and report on specifically assigned functions. Included are proposals, approval, and disapprovals to establish the committee, charters, membership composition data, notices, agenda, minutes, reports of committee meetings, and similar information. Disposition: Destroy after 2 years.</p>		