

77064

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 11 77 160
DATE RECEIVED	10 AUG 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-23-77, James E. O'Neil Date Acting Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

5. TEL. EXT.
693-1938

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 3 AUG 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE Cavall G. Piers for GUY B. OLDAKER	E. TITLE Cavall G. Piers for Chief, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>5XX-XX Essential Elements of Criminal Information</p> <p><u>Description</u> Documents continuing specific items of information required for the identification and development of information pertaining to critical criminal activities and crime prone areas, Essential Elements of Criminal Information (EECI) is used to direct collection of efforts targeted at critical aspects of criminal activity or involvement and is prepared by HQ USACIDC for selected or command-wide dissemination.</p> <p><u>Disposition</u></p> <p>a. <u>HQ USACIDC</u>: Destroy after 1 year, except that selected EECI containing information of current operational value may be retained past 1 year, and thereafter reviewed annually thereafter for continued retention, not to exceed 5 years.</p> <p>b. <u>Region HQ</u>: Destroy after 1 year. Earlier destruction authorized.</p> <p>c. <u>Separate Districts, Districts, Field Offices, and Designated Resident Agencies</u>: Destroy after 1 year. Earlier destruction is authorized IAW direction of next higher headquarters.</p>		