

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 <i>Ad</i> 78 44
DATE RECEIVED	6 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-12-84</i> Date	<i>[Signature]</i> 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
Office of The Adjutant General

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
Ethel Littles

5 TEL EXT
693-1937

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 5 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 <i>Feb 78</i>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Chief, Records Management Division
	GUY B. OLDAKER	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>AR 340-18-6, Maintenance and Disposition of General Personnel Management and Safety Functional Files</p> <p>Files descriptions and dispositions contained in the attached 4 pages pertain to radiation protection files accumulated in and administered by the Department of the Army.</p> <p>Request approval of permanent retention.</p> <p align="center"><i>Mass Data Change Worksheet Not Needed</i></p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-78-44

SECTION I - ACTION TAKEN

1 **APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

Item 1a

3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

Items 2, 3, & 4

4 **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Gene Nade</i>	2/13/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	2/13/84
CONCURRENCES	NNM	<i>Garry Ryan</i>	3-8-84

SECTION III - APPRAISER'S COMMENTS

Records accumulated under FN 608-01a warrant permanent retention since they document the formulation of policies and procedures relating to radiological safety and the use of radioactive material by Army activities. Records filed under FN 608-01b have long been scheduled for disposal as they are accumulated by lower echelon offices that do not formulate Army-wide policies.

NARS does not concur with Army's proposal for the permanent retention of records filed under FNs 608-02a, 608-03a, and 608-04a. Army should submit an SF 115 which provides for the eventual destruction of all records covered by FNs 608-02a and 608-03a and the disposal of records filed under FN 608-04a, except for files relating to significant radiation incidents, i.e. incidents involving loss of life, great damage to property, units in a combat environment, or which attract significant media attention. Files documenting significant radiation incidents should be offered NARS in 5 year blocks when 20-25 years old.