

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

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JOB NO	NC1 <i>Al</i> .78 50
DATE RECEIVED	8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Rejected	
Date	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	
3. MINOR SUBDIVISION Records Management Division	
4. NAME OF PERSON WITH WHOM TO CONFER Ethel K. 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 4 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>6 Feb 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE 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
	AR 340-18-8 -Maintenance and Disposition of Civilian Personnel Functional Files 1. Files description and dispositions contained in the attached <u>3</u> pages relate to planning, directing, and administering civilian personnel documentation accumulated in and administered by the Department of the Army. 2. Request approval of permanent retention. FN 802-01 FN 810-01 FN 810-06		<i>6 items</i>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>802-01 Civilian personnel program reporting files. Documents which provide data concerning various aspects of civilian personnel management activities. Included are statistical and narrative reports; consolidations; summaries, extracts of reports, and similar or related documents.</p> <p>Office performing Army-wide staff responsibility: Permanent. Other offices: Destroy after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>15 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 10-20</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	
<p>DATE: _____</p>	<p>ANALYST: _____ PHONE: _____</p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>810-06 Civilian training reporting files. Documents reflecting the status of civilian training in Government and non-Government facilities. Included are reports and related documents.</p> <p>Offices performing Army-wide staff responsibility and requiring the reports: Permanent. However, when consolidated or summarized, the feeder reports will be destroyed and the consolidation or summary will be permanent. Other offices: Destroy after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>121 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>56 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by subject</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>CPR 410 and 412</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>8</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>810-01 Training and promotion agreement files. Documents related to negotiating master training and promotion agreements with the Civil Service Commission in professional fields in which there is a current and continuing Army-wide shortage of available personnel. Included are requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar or related documents.</p> <p>Office responsible for negotiating the agreement: Permanent. Retire when agreement is superseded or obsolete. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel and Civilian Personnel Offices Armywide</p>
<p>3. CURRENT VOLUME.</p>	<p>111 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>60 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, informational or evidential value.</p>
<p>REASON RECORDS 7. ACCUMULATE (ARs, etc)</p>	<p>CPR 950-1 and President Executive Order</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>Current volume includes HQDA, Civ Pers Offices and MACOMS. Annual increase is high due to the President's special program.</p>