

Rec'd NCO 28 Jul 78 #

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-78 128	
DATE RECEIVED AUG 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
P. Burnam

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 3 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 21 Jul 78	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
	<p><u>AR 340-18-15, Maintenance and Disposition of Facilities Files.</u></p> <p>Files descriptions and dispositions contained in the attached 2 pages relate to facilities files accumulated in the Army.</p> <p>Request approval of permanent retention.</p> <p>The files covered by this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently un-scheduled files.</p> <p>FU 1504-07 1504-05</p> <p><i>Cancelled - This job has been superseded by NCI-AU-83-5. All supporting papers have been transferred to NCI-AU-83-5.</i></p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>15</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1504-05</u> Realty historical files. Individual audited project and installation files established and maintained in accordance with instructions contained in the Real Estate Audit Procedures Manual issued by the Chief of Engineers. Retain in engineer district offices or in division offices where responsibility for real estate has not been decentralized to district offices.</p> <p>Permanent. Transfer to RHA after installation is reduced to zero acreage and audit is approved by the Chief of Engineers.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>CE field operating agencies having real estate functions (Approximately 35)</p>
<p>3. CURRENT VOLUME.</p>	<p>8500 Linear Feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>350 Linear Feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical by State</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 405 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years ^{AFTER} audit has been approved by the Chief of Engineers.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p></p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-15 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1504-07</u> OCE realty historical files. Documents constituting skeleton realty historical files maintained in the Office of the Chief of Engineers.</p> <p>Permanent. Cut off when installation is reduced to zero acreage and final audit has been approved. However, final audited real estate project maps reduced to microfilm negative may be destroyed on approval of the film.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>300 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by state and installation</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 405 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after installation has been reduced to zero acreage.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-15 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><u>1504-08</u> Real estate management files. Documents relating to management of real estate, including leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids outgrant instruments compliance inspection reports, comparable forms, and related correspondence.</p> <p>OCE: Outgrants will be destroyed on termination. All remaining files are permanent. Field offices: Destroy 3 years after termination of basic instrument and final collection thereon, except compliance inspection reports will be</p> <p style="font-size: 2em; text-align: center;">Withdrawn</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>100 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by installation or project</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 405 series</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>	