

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO  NCl-AU-80-40	
DATE RECEIVED	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303, the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-9-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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

Phil Burnam

5. TEL EXT

325-6044

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 <b>5 AUG 1981</b>	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 align="center"><b>241 CENTRAL FILES</b></p> <p>These files relate to central files units established in Office of the Secretary of the Army, Office of the Chief of Staff Army, and Headquarters Department of the Army Staff Offices in the program to automate operations of the Army Staff. These file numbers can be used for the documentation accumulated in these units with the following exceptions:</p> <p>a. Documentation relating, intelligence collections must be maintained under file numbers describing them in AR 340-18-5.</p> <p>b. Documentation relating to individual military and civilian personnel type actions must be maintained under file numbers describing these actions that are found elsewhere in the AR 340-18 series.</p>		<i>13 items</i>

*Copy sent to Army 11/13/81  
" " " NCW 11/13/81  
" " " NN 11/13/81*

*Closed Out: 12-3-81: [Signature]*

*No more data change required*

## Request for Records Disposition Authority - Continuation

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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>c. Large groupings of nonpermanent documents covered by a single file number described elsewhere in the AR 340-18 series. Examples of some such files are: Individual Financial Transaction Files, described in AR 340-18-3; Claims, Patent, and Court-Martial Files, described in AR 340-18-4; and Procurement Transactions, described in AR 340-18-14.</p> <p>Documents that are not filed in the central file unit(s) must be filed under the appropriate functional file numbers found elsewhere in the AR 340-18 series.</p> <p><u>241-01 Central files at Office of the Secretary of the Army, Office of the Chief of Staff Army, and Headquarters Department of the Army Staff levels.</u></p> <p>a. Documents pertaining to routine non-policy matters and to the overall or general internal administration of the organization as opposed to the primary mission(s) of the organization. Included are documents relating to routine approval actions, local office operations, equipment or system requests and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences, and similar actions.</p> <ol style="list-style-type: none"> <li>1. Organizations not converting the data to microform: Destroy after 10 years.</li> <li>2. Organizations converting the data to microform: <ol style="list-style-type: none"> <li>(a) Original documents: Destroy after verification that the microfilm is an acceptable substitute for the original documents.</li> <li>(b) Original microforms: Destroy after 10 years.</li> <li>(c) Other microform copies: Destroy when no longer needed for current operations.</li> </ol> </li> </ol> <p>b. Documents pertaining to policy matters and to actions documenting the primary mission(s) of the organization.</p>		

## Request for Records Disposition Authority - Continuation

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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>1. Organizations not converting the data to microform: <u>Permanent</u>. Offer to NARS when 20 years old.</p> <p>2. Organizations converting the data to microform:</p> <p>(a) Original documents: Temporary. Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original documents. (Filmed documents may be retired to the Washington National Records Center pending certification of the film as meeting durability standards for permanent records. Such textual records that have been filmed will be scheduled "contingent" until film is certified. If film cannot be certified, these textual records are automatically rescheduled as permanent and the film as temporary.)</p> <p>(b) Record copy of microform certified to meet durability standards for archival records and one duplicate copy: <u>Permanent</u>. Retire record copy from use after filming is completed, or after one year, whichever is sooner. Offer to NARS in 5 year blocks when 20 - 25 years old. (If the film does not meet standards yet to be established for non-silver based updateable microform systems, it is automatically rescheduled as temporary and the textual records from which the film is produced are permanent).</p> <p>(c) Other microform copies. Temporary. Destroy when no longer needed for current operations.</p> <p><u>c.</u> Documents providing an index to these central files, in either manual or machine-readable format.</p> <p>1. Manual indexes:</p> <p>(a) Indexes relating to the routine non-policy files described in a above: Destroy after 10 years.</p> <p>(b) Indexes relating to the policy portion of the files described in b above: <u>Permanent</u>. Retire with the corresponding annual block of files in b above and offer to NARS with the files to which they relate.</p> <p>(c) Other copies of the index: Destroy when no longer needed for current operations.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2.	<p>Machine-readable indexes:</p> <p>(a) Master file: <u>Permanent</u>. Duplicate master file on magnetic tape and <del>offer</del><sup>transfer</sup> to the National Archives, <del>when the records to which it relates are transferred to the Washington National Records Center.</del> <i>Offer to NARS with related textual records, *</i></p> <p>(b) Master file retained to support Army operations: Temporary. Destroy when no longer needed for current operations.</p>		

\* Change made per agreement Phil Bernam / Jerry Wallace.

jmr  
8/11/87

DESCRIPTION OF MICROFILM SYSTEM

This microform system applies to Office of the Secretary of the Army, Office of the Chief of Staff Army, and Headquarters Department of the Army Staff Agencies. It has already been implemented in the following agencies:

- Office of the Secretary of the Army
- Office of the Chief of Staff Army
- Deputy Chief of Staff for Personnel
- Deputy Chief of Staff for Operations and Plans
- Deputy Chief of Staff for Logistics
- Comptroller of the Army
- Assistant Chief of Staff for Intelligence (\*)
- Deputy Chief of Staff for Research, Development, and Acquisition (\*)
- National Guard Bureau (\*)

The system is to also be implemented in the following agencies by the end of fiscal year 1982:

- The Adjutant General's Office
- The Surgeon General's Office
- Chief, Army Reserve
- The Judge Advocate General's Office
- The Inspector General's Office
- The Chief of Chaplains Office
- The Army Audit Agency
- Office of the Chief of Engineers

Documents are converted to updateable microfiche in the mailroom of each agency operating the system. This is accomplished when an incoming document is first received. Responses to an incoming document are filmed on the same master microfiche containing images of the incoming document. This is accomplished when the response flows out through the mailroom. At the same time that the documents are converted to microfiche, information identifying the action is entered into the machine-readable index.

There are presently two types of updateable microform technology used in the system - (1) A. B. Dick System 200, and (2) Bell & Howell Microx System. The agencies listed above that have implemented the system and that are also using the Bell & Howell Microx System are identified with an asterisk (\*). Those not so marked are using the A. B. Dick System 200.