

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

11/3/80  
LEAVE BLANK

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

John G. Vos

5. TEL. EXT.

693-1937

JOB NO

NC1-AU-81-9

DATE RECEIVED

November 4, 1980

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*Withdrawn*  
Date: 11/7/80  
Archivist: [Signature]

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 2 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

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

27 Oct 80

GUY B. OLDAKER

Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1303 MATERIEL STATUS FILES</p> <p>These records relate to the activities of Materiel Status Offices in the Army. They reflect the coordinating, approval, and recording of actions and decisions relating to research, development, test, and evaluation; type classification of materiel; the transfer of logistic responsibility; and other decisions related to materiel.</p> <p><u>Technical Committee membership files (FN: 1303-01). RESCINDED.</u></p> <p><u>Materiel Status Office operations files (FN: 1303-02).</u> Records relating to responsibilities, procedures, actions, decisions, and associated activities concerning the acquisition and management of items of materiel, including off-the-shelf acquisition for the US Army, and related papers.</p> <p><u>Disposition:</u> 1. Offices not converting data to microform: Permanent.</p> <p>2. Offices converting all data to microform under an approved MICRODIS:</p> <p>a. Original records: Destroy upon verification that the microforms (1) meet the prescribed quality standards, and (2) are adequate substitutes for the original records.</p>		

*Withdrawn*  
FPMR compliance statement needed

**Request for Records Disposition Authority – Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>b. Microforms:                      (1) One silver halide set and one diazo or vesicular copy: Permanent.                      (2) Other microform copies: Destroy when no longer needed for current operations.</p> <p><u>R&amp;D project items files (FN: 1303-03).</u> Case or items files consisting of records relating to the establishment, revision, or termination of projects; the assignment of type designators (model numbers); type classification; and comparable matters. Arrange by project or item number, or by nomenclature, or chronologically.</p> <p><u>Disposition:</u> 1. Offices not converting data to microform: Permanent.                      2. Offices converting all data to microform under an approved MICRODIS:                      a. Original records: Destroy upon verification that the microforms (1) meet the prescribed quality standards, and (2) are adequate substitutes for the original records.                      b. Microforms:                      (1) One silver halide set and one diazo or vesicular copy: Permanent.                      (2) Other microform copies: Destroy when no longer needed for current operations.</p> <p>-----  <u>Rationale:</u> This category of records was the subject of NARS Job # NC1-AU-75-25 which was returned without action by NARS letter of 2 April 1980 for further study.</p> <p>The described records are maintained at two points in the Army: The Surgeon General (paper records) for medical materiel, and the US Army Materiel Development and Readiness Command (DARCOM) (microforms) for all other items of materiel. These records document the important processes of the Army's research and development activities concerning matters formerly within the purview of Army Technical Committees, including the designation and type classification of materiel under development, and the very important transfer of logistics responsibility from the R&amp;D stage to production and readiness. Mr. Boswell of NARS visited DARCOM in October 1979 and discussed these records with the functional proponent; it is our understanding that he concurred at that time in the permanent designation of 1303-02 and 1303-03 above.</p>		