

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCL-AU-81-15

DATE RECEIVED
January 28, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Withdrawn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 *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

Gerre Turney

5. TEL. EXT

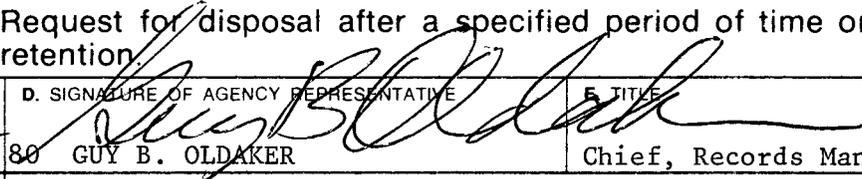
693-1937

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>Jan 12 Dec 80</u>		<u>Chief, Records Management Division</u>
	<u>GUY B. OLDAKER</u>	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The US Military Reservation, West Point, N.Y., is presently converting all the documents under FN 1525-04, <u>Burial Register Files</u>, and FN 1525-06, <u>Installation and Gravesite Layout Files</u>, to microform under MICRODIS 0131. Other Army agencies will likely convert all their documents under the same file numbers to microform in the future. Under the provisions of subpart 101-11.506.1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further, request approval of the disposition standards on the attached page for these file numbers. The proposed disposition standards provides for both the original records and microforms. If these disposition standards are approved, we will publish them in AR 340-18-15.</p> <p>a. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. Storage conditions for the silver original microfilm shall adhere to the standards of 101-11.507 and 101-11.508. The first inspection of microfilm required by 101-11.507.2 will be conducted 2 years after the first microfilm is produced.</p> <p>c. Microforms will be offered to NARS upon discontinuance of the appropriate installation.</p>		Withdrawn

FN 1525-04 Burial register files.

Registers maintained at cemeteries, such as records of interments and reservations, and similar documents on which are recorded the section plot, grave numbers; decedent's name, grade or rating; and data of interment or date reservation was made.

- a. Agencies not converting all data to microform under an approved MICRODIS: Permanent! Retain at the installation until discontinuance, at which time they will be transferred to the Oversea Command Records Holding Area, or retired to the WNRC, whichever is appropriate. However, original registers should be destroyed when all entires therein have been transcribed to a later register and the entires have been verified.
- b. Agencies converting all data to microform under an approved MICRODIS:
 - (1) Original documents: destroy after verification that the microform meets prescribed standards and is an adequate substitute for the original documents.

Withdrawn

Withdrawn

FN 1525-06 Installation and gravesite layout files. Layout maps maintained at cemeteries and other burial installations which show the location of buildings, flagpole, rostrum area, drives, access roads, sidewalks, inclosure fences, gates, plantings, and gravesite layout plans which show the current status of all gravesites with a cemetery of burial installation.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent. Retain at the installation until discontinuance at which time they will be offered to the National Archives in coordination with DAAG-AMR-P.

(b) Other microform copies: Destroy when no longer needed for current operations.

a. Agencies not converting all data to microform under an approved MICRODIS: Permanent. Retain at installation until discontinuance, at which time they will be transferred to the Oversea Command Records Holding Area, or retired to the WNRC, whichever is appropriate. Maps and plans should be destroyed when superseded by approved drawings supplied by the office performing Army-wide responsibility.

b. Agencies converting all data to microform under an approved

MICRODIS:

(1) Original documents:

Destroy after verification that the microform meets prescribed standards and is an adequate substitute for the original documents.

(2) Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent. Retain at the installation until discontinuance at which time they will be offered to the National Archives in coordination with DAAG-AMR-P.

(b) Other microform copies:

Destroy when no longer needed for current operations.

Withdrawn