

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

100-277107

LEAVE BLANK	
JOB NO.  NC1-AU-81-24	
DATE RECEIVED March 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-6-81 Date	<i>R. W. Storm, Jr.</i> 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  
John G. Vos

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 1 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 27 Feb 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE 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
1.	<p>LEVEL OF CASH BALANCE REVIEW FILES (FN 304-03, AR 340-18-3). Documents covering the periodic reviews of cash funds authorized for maintenance by finance and accounting officers and their agents. These documents serve as a basis for reducing or expanding the amount of cash funds held at personal risk and for discontinuing such funds when demonstrated need no longer exists.</p> <p><u>Disposition:</u> Destroy after 2 years or when <sup>a</sup>new authority to hold cash at personal risk is issued, whichever is later.</p> <p><u>Background:</u> The current retention standard for these files is "Destroy after 1 year". However, these cash balance reviews are conducted in one of two ways: (1) in an unannounced (surprise) review, or (2) biennially. Because of the biennial review, which is prescribed by Army Regulation 37-103, the revised standard indicated above is required in order to serve the Army's reference needs.</p> <p>John G. Vos (AGO/RMD) has agreed to all changes made in this schedule.</p> <p align="right">R. W. Storm, Jr. (NARS/NCD) 1 April 1981</p>		<p><i>26.2.81</i></p> <p><i>1 item</i></p>