

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

416/187

**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.
325-6044

LEAVE BLANK

JOB NO:
NCI-AU-81-46

DATE RECEIVED
April 6, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-30-81 *John M. Wang*
Date Archivist of the United States

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: 10 Apr 81

D. SIGNATURE OF AGENCY REPRESENTATIVE: *Guy B. Oldaker*

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
✓	<p>ARMY STRENGTH REPORTING FILES (FN 715-04, AR 340-2 and AR 340-18-7). Documents compiled to report actual or projected strength of the Army and various categories thereof. Included are special studies, plans, ADP summaries, print-outs, listings, personnel asset inventories, and related documents.</p> <p><u>Disposition:</u></p> <p>a. Office responsible for compiling Army-wide reports: Cut off annually, hold 1 year in CFA, retire to Washington National Records Center with next regular shipment. Destroy 25 years after cutoff. (no change)</p> <p>b. Reporting organizations, and Military Personnel Strength Monitors at installations and MACOMs: Destroy after 2 years.</p> <p>c. Other offices: Destroy when no longer needed for current operations. (no change)</p> <p><u>Background:</u> This minor change in description and retention standard is requested in order to facilitate reference use of these records by field elements of the Army. Under the existing standard, personnel asset inventories are not clearly identified; their retention is uncertain and often untrackable</p>		<i>item</i>