

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-AU-83-112

DATE RECEIVED

3/29/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-25-83
Date

Robert K. ...
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.

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 21 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
21 Mar 83	<i>John Henry Hatcher</i> DR. JOHN HENRY HATCHER	Acting 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><u>Foreign national tour arrangement files. (FN 514-02)</u></p> <p>Documents on arrangements for VIP and other foreign nationals to visit Army installations, activities, and contractor facilities at US Government expense. Included are--</p> <ul style="list-style-type: none"> a. Invitations for tours. b. Itineraries. c. Security clearances. d. Assignment of tour directors. e. Related papers. <p>NOTE: Reports prepared by tour directors and escort officers, use FN 514-03.</p> <p>Disposition:</p> <p>a. OACSI and major command headquarters responsible for special tour programs: Destroy after 20 years.</p> <p>b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> <p><i>Mass Data Change sheet sent with annotated page change</i></p>		<i>6 items</i>

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Sent to NNM, NNB + Agency 5-24-83 DMW

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-17

SECTION I - ACTION TAKEN

1. **APPROVED FOR DISPOSAL:** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED.

2. **APPROVED FOR PERMANENT RETENTION:** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule.

Item 2a

3. **DISPOSITION NOT APPROVED:** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation.

4. **WITHDRAWN:** The records described under the following item or items have been withdrawn at the request of the agency.

SECTION II - RECOMMENDATION/CONCURRENCES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>Gene Nashon</i>	4-5-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Bradley</i>	4/6/83
CONCURRENCES	NNM <i>Military Attaches</i>	<i>Garnett Ryan</i>	4/25/83

SECTION III - APPRAISER'S COMMENTS

Records proposed for disposal under FN 514-02 consist primarily of facilitative records pertaining to visits to the US of high ranking foreign nationals. Substantive information concerning these matters is available in the reports proposed for permanent retention under FN 514-03. Records proposed for disposal under FN 514-06 are a mix of non-record copies of intelligence reports on foreign military attaches, facilitative records relating to attaches, and congratulatory messages exchanged by the US Army Chief of Staff and his foreign counterparts.

Sent to

11/07/83 - 11/07/83 - 5-24-83 Dimp