

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
ED LESKO

5 TEL EXT
325-0313

LEAVE BLANK	
JOB NO	NCI-AU-84-2
DATE RECEIVED	10/4/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-9-84 Date	<i>Robert W. Ware</i> 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 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 23 SEP 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E. TITLE Archivist of the Army
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>BACKGROUND: File Number 227-04 - Centralized Background Instruction Files. This is a revision of this file number, which involves the title, description, and disposition instructions. The Army concurs with your appraisal of the Centralized Background Instruction Files, as applies to Joint Travel Regulations (JTRs), pointed out in your letter 22Jul82. These files are arranged by issuance, in chronological order. The total volume to date is approximately 500' and the annual volume accumulated is approximately 20 feet. These files will be offered to NARS in 5 year blocks when 20-25 years old. Request approval of the disposition standards as indicated below:</p> <p>DESCRIPTION: FN 227-04 Centralized Instruction Background Files.</p> <p>Information relating to the preparation, review, and issue of regulations, memorandums, circulars, pamphlets, and comparable publications. Included are studies, coordinating actions, recommendations, concurrences, and similar information that provide a basis for issuance or that contribute to the content of the publication.</p> <p><i>Mass Data Change Sheet Not Needed</i></p>	NC-AU-75-3 NN-165-105	6

115-107

Army copy sent 1/23/84 gm

#83-57

NUM + NUB sent 2-13-84 by DMW.

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>a. Instruction background information pertaining to Joint Travel Regulations accumulated by the office responsible for developing JTRs.</p> <p><u>DISPOSITION:</u></p> <p>Destroy when no longer needed for current operations.</p> <hr/> <p>b. Instruction background information accumulated by offices of HQDA and offices of major command and major sub-command headquarters, and elements in a combat zone.</p> <p><u>DISPOSITION:</u></p> <p>1. Agencies not converting the data to microform. Permanent. Cutoff annually or on supersession or obsolescence as reference needs require.</p> <p>2. Agencies converting the data to microform under an approved micrographic system:</p> <p>a. Original documents. Destroy after verification that the microforms meet prescribed quality standards and that the microform is an adequate substitute for the original documents.</p> <p>b. One silver halide microform set and one diazo or vesicular copy. Permanent.</p> <p>c. Other microform copies. Destroy when no longer needed for current operations.</p> <hr/> <p>c. Instruction background material accumulated by other offices.</p> <p><u>DISPOSITION:</u></p> <p>Destroy when no longer needed for current operations.</p> <hr/> <p><i>Microfilm will be inspected in accordance with 41 CFR 101-11.507.2-</i></p>		

15 September 1978

File No.	Description	Disposition
227-04	<p>Centralized background instruction files. Documents relating to the preparation, review, and issue of regulations, memorandums, circulars, pamphlets, and comparable publications. Included are studies, coordinating actions, recommendations, concurrences, and similar documents that provide a basis for issuance or that contribute to the content of the publication.</p> <p><i>Note.</i> This file number is provided for use when it is economical and efficient to maintain instruction background papers in a central file within a headquarters. Instruction background papers may be filed functionally in the appropriate instruction files of the office responsible for preparation in lieu of using this file number.</p>	<p>Offices of HQDA and offices of major command and major subcommand headquarters and elements in a combat zone or designated as a combat support element in a combat zone: Permanent.</p> <p>Other offices. Destroy when superseded, obsolete, or no longer needed for reference.</p>
227-05	<p>Publishing office background files. Documents accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate functional files. Included are copies of articles to be published in periodicals, documents used as a basis for preparation of special orders or other personnel-type orders, items submitted for inclusion in daily, weekly, or monthly bulletins, similar data collected for inclusion in other Government publications, and comparable documents, but not documents required for filing in the printing job jacket file.</p>	<p>Destroy after 1 year; earlier destruction is authorized.</p>
227-06	<p>Publication manuscript files. Manuscript copies of publications, printers' copies of galley or page proofs of publications, drafts of publications, and other working or control data used in the preparation of publications.</p>	<p>Destroy on printing of publication</p>
227-07	<p>Illustration and drawing files. Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications.</p>	<p>Destroy on printing of the publication, except that drawings pertaining to ammunition components and artwork which has continuing usefulness will be retained until no longer needed</p>
227-08	<p>Photographic negative files. Original basic photographic negatives of material used in preparation of illustrations for publications and duplicates of photographic negatives of artwork used for illustrating publications.</p>	<p>Destroy on revision or obsolescence of the related publication, except that negatives having continuing usefulness in the publications functions may be retained until they have served that purpose.</p>
227-09	<p>Copyright authorization files. Documents authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners.</p> <p><i>Note.</i> When the related instruction file is scheduled for permanent retention, these documents may be filed with and classified as instruction files.</p>	<p>Destroy after 50 years. Retain in CFA or RHA</p>
227-10	<p>Directives development and editing files. Documents relating to the improvement and development of Army directives through editing, changing, and rewriting of first drafts. Included are requests for writer-editor service, copies of first and final draft manuscripts, notes and memorandums for record pertaining to conferences with the author, coordination, and research, copies of related correspondence, and a printed copy of the basic directive and each change thereto.</p> <p><i>Note.</i> Documents maintained by proponent offices will be filed with related records documenting the preparation of the directive.</p>	<p>Office responsible for editing, development, and improvement; Destroy on revision or obsolescence of the related directive.</p>