

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-84-6	
DATE RECEIVED 12/6/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-14-83 Date	<i>[Signature]</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
Cliff Jones

5 TEL EXT
325-0313

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 2 DEC 1983	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE Archivist of the Army
	JOHN HENRY HATCHER, Ph.D	

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 - 314-30 Army club/NAF activity membership files. This is a new file number being developed by the Army to provide a standard file number for club and nonappropriated fund activity membership records.</p> <p>DESCRIPTION: 314-30 Army club/NAF activity membership files. Documents reflecting active, associate, or honorary membership in Army clubs or other NAF membership activities. Included are--</p> <ul style="list-style-type: none"> a. Membership application. b. Club card information. c. Similar information. <p>DISPOSITION: Destroy 1 year after termination of membership or payment of final bill, whichever applies.</p> <p align="center"><i>Mass Data Change Sheet</i></p>		

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-84-6

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

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 Noel</i>	12/7/83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Moody</i>	12/7/83
CONCURRENCES	NNM	<i>Gary Ryan</i>	12/14/83

SECTION III - APPRAISER'S COMMENTS

The records covered by this job consist of applications and similar documents that relate to the membership of individual personnel in NCO clubs, rod and gun clubs, and similar organizations. These files clearly are disposable as Army has proposed.