

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO.

NCI-AU-85-2

DATE RECEIVED

10/19/84

NOTIFICATION TO AGENCY

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. TELEPHONE EXT.

325-0440

DATE

Archivist's Signature
 Not Required

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

12 Oct 84

W. R. BOARDMAN, CRM

Army Records Manager

7. ITEM NO.

8. DESCRIPTION OF ITEM
 (With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1

File description and disposition instructions contained on the attached page relate to Harbor Line Approval Files (FN 1522-04).

Request approval of permanent retention.

#85-12 (Previously NCI-AU-78-32)

2

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE
SERIES

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1522-04

Harbor line approval files. Documents pertaining to the establishment of harbor lines, pierhead lines, bulkhead lines, and changes to existing harbor lines. Included are original tracings approved by the Secretary of the Army, and related correspondence and documents.

2. DISPOSITION.

Permanent except for unannotated duplicate copies of approved harbor line and modification records which may be destroyed as nonrecord when no longer needed for reference use.

3. ORGANIZATION LOCATION.

FOA/OCE

4. CURRENT VOLUME.

90 Linear feet/OCE and FOA

5. ANTICIPATED ANNUAL INCREASE.

10 Linear feet per year
FOA and OCE

6. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Alphabetically by name of waterway.

7. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archive value. The above will meet present Army requirements.

8. REQUIRING DIRECTIVE.

ER's in 1110 Series.

9. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives when 20 years old or when no longer needed for administrative purposes, whichever is later.

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER
NCL-AU-85-2
ITEM COUNT
2

SUMMARY

The Department of the Army requests permission to revise disposition standards for harbor line approval files, which are presently unscheduled and retired under TAFFS 1522-04. For original records in this series and annotated copies containing original information, the recommended disposition is permanent. For unannotated copies of original tracings, the Army recommends destruction when no longer needed for reference use.

NARA should approve this job. These files have obvious permanent retention value. They provide important cartographic information and interpretations to such professional researchers as historians, geographers, geologists, archaeologists, urban planners, ecologists, and lawyers. Records will be offered to NARA when 20 years old or when no longer needed for administrative purposes, whichever is later. This allows adequate time to exhaust current use for a series whose older files are frequently active.

RECOMMENDATION

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, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. APPROVED FOR PERMANENT RETENTION. The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
3. DISPOSITION NOT APPROVED. The records described under the following item or items are not approved for disposition.
4. WITHDRAWN. The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

- Not Required. Required — Publication Date:
Copies Requested:
Comments Received:

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>John D. Fairley</i>	1-13-1987
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth L. Rossman</i>	1/14/87
CONCURRENCES	NNM	<i>Darryl R. Ryan</i>	1/28/87
	NNA	<i>Rosanne T. Butler</i>	1/16/87
	NNS	<i>Wm. J. Conroy</i>	1/21/87

**RECOMMENDATION TO THE ARCHIVIST ON RECORDS
DISPOSITION REQUEST**

JOB NUMBER,
NCL-AII-85-2

ITEM COUNT
2

SUMMARY

The Department of the Army requests permission to revise disposition standards for harbor line approval files, which are presently unscheduled and retired under TAFPS 1522-04. For original records in this series and annotated copies containing original information, the recommended disposition is permanent. For unannotated copies of original tracings, the Army recommends destruction when no longer needed for reference use.

NARA should approve this job. These files have obvious permanent retention value. They provide important cartographic information and interpretations to such professional researchers as historians, geographers, geologists, archaeologists, urban planners, ecologists, and lawyers. Records will be offered to NARA when 20 years old or when no longer needed for administrative purposes, whichever is later. This allows adequate time to exhaust current use for a series whose older files are frequently active.

RECOMMENDATION

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, or will not after the lapse of the period specified, have sufficient administrative, legal, research, or other value to warrant their continued preservation by the Government.
2. **APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Administration (NARA) and are determined to have sufficient historical or other value to warrant their continued preservation by the United States Government. The agency will offer these records to the National Archives as specified.
3. **DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition.
4. **WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency and/or NARA.

FEDERAL REGISTER NOTICE

- Not Required. Required — Publication Date:
Copies Requested:
Comments Received:

SIGNATURES

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>John D. Fairley</i>	1-13-1987
	DIRECTOR, RECORDS APPRAISAL AND DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	1/14/87
CONCURRENCES	NAC	<i>Isa Brown</i>	1/28/87
	NIA	<i>RT Butler</i>	1/14/87
	NNS	<i>W. J. Cuneo</i>	1/26/87