

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-85-21	DATE RECEIVED 12-07-84
1 FROM (Agency or establishment) DEPARTMENT OF THE ARMY		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Office of The Adjutant General		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Management Division			
4 NAME OF PERSON WITH WHOM TO CONFER Gerre Turney	5 TELEPHONE EXT 325-0440	DATE 12-18-85	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>
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, 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 29 Nov 84	C SIGNATURE OF AGENCY REPRESENTATIVE <i>W. R. Boardman</i> W. R. BOARDMAN	D TITLE Army Records Manager
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)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.	<p>Amend title, description, and disposition of file number 1205-30, Appendix M, AR 340-18, to read as follows.</p> <p><u>Title:</u> Processing of Oversea Replacement (POR) Files <u>Description:</u> Information accumulated in processing of military personnel, civilian employees, and/or their dependents for overseas movement. Included are requests for movement, letters notifying dependents of eligibility to travel to authorized destination; questionnaires and information sheets used for issuance of travel authorizations; and similar information. <u>Disposition:</u> Destroy after 1 year.</p> <p><u>Remarks:</u> The above request changes the title to more accurately describe the information. The description is expanded to include not only dependents, but military personnel and civilian employees as well, since the prescribing directive for this function (AR 55-46) includes all of these categories. The disposition is reduced from "Destroy after 2 years or on discontinuance, whichever is first" to "Destroy after 1 year" as a matter of administrative convenience. Coordination with the field has indicated that these records cease to have administrative value after being cut off and held for one year.</p> <p style="text-align: center;">#85-20</p>		1 item