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|---|---------------------------------|---|---------------------------------|
| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b><br><i>(See Instructions on reverse)</i>                        |                                 | LEAVE BLANK   |                                 |
| TO <b>GENERAL SERVICES ADMINISTRATION</b><br><b>NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b> |                                 | JOB NO<br><b>NC1-AU-85-51</b>   | DATE RECEIVED<br><b>5-31-85</b> |
| 1 FROM (Agency or establishment)<br>Department of the Army  |                                 | NOTIFICATION TO AGENCY  |                                 |
| 2 MAJOR SUBDIVISION<br>The Adjutant General's Office  |                                 | 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Records Management Division  |                                 |   |                                 |
| 4 NAME OF PERSON WITH WHOM TO CONFER<br><br>Cliff Jones   | 5 TELEPHONE EXT<br><br>325-6044 | DATE  | 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<br><b>6 May 85</b> | C. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>John Henry Hatcher</i><br>JOHN HENRY HATCHER, Ph.D | D. TITLE<br>Army Records Manager |
|----------------------------|--|----------------------------------|

| 7 ITEM NO | 8 DESCRIPTION OF ITEM<br><i>(With Inclusive Dates or Retention Periods)</i>  | 9 GRS OR SUPERSEDED JOB CITATION                        | 10 ACTION TAKEN<br><i>(NARS USE ONLY)</i> |
|-----------|--|---|---|
| 1         | FN 210-01 DA program development files. (Planned MARKS Number 1-1g).<br><br><b>BACKGROUND:</b> The Office of the Comptroller of the Army is presently converting information that is filed under FN 210-01, DA program development files, to microform under Microphotographic Identifier (MPI) S0352. Other Army offices responsible for preparation will likely request authority to convert information under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18. The records described on this form will be microfilmed in accordance with standards set forth in Subpart 101-11.506-3, FPMR. | NN-166-204<br>NC-AU-75-3<br>NC1-AU-78-37<br>NC1-AU-84-7 |   |

*Encl 1*

**#85-49**

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

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| 7.<br>ITEM<br>NO. | 8 DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9 GRS OR<br>SUPERSEDED<br>JOB<br>CITATION | 10 ACTION<br>TAKEN<br>(NARS USE<br>ONLY) |
|-------------------|--|---|--|
| 1                 | <p>210-01 DA program development files</p> <p><u>DESCRIPTION:</u> Information relating to the preparation, coordination, approval, and issue of the DA Five-Year Defense Program or comparable DA program information that translates the objectives established by the DA plans into time-phased schedules of accomplishment. This program information is approved by the Secretary of the Army and the Secretary of Defense and thereafter serve as the basis for development, by the DA staff, of the more detailed program and budget guidance to operating agencies. Included are summary and descriptive data sheets, program change request; subject issue; manpower memorandums; minutes of meetings of review committees; coordinating actions; approvals; summary tables; force lists; shopping lists for materiel items; and similar information.</p> <p><u>DISPOSITION:</u></p> <p>a. Offices responsible for preparation that are not converting the information to microform: Permanent. Cut off at the end of the current fiscal year.</p> <p>b. Offices responsible for preparation that are converting the information to microform under an approved micrographic system:</p> <p>(1) Original information: Destroy after verification that the microform meets prescribed quality standards and that the microform is an acceptable substitute for the original information.</p> <p>(2) Microforms:</p> <p>(a) One silver-halide microform set and one diazo or vesicular copy: Permanent. Cut off at end of current fiscal year.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>c. Other offices: Destroy after 3 years.</p> |   |  |