

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. NC1-AU-85-54	DATE RECEIVED 5-30-85
1. FROM (Agency or establishment) Department of the Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Cliff Jones	5. TELEPHONE EXT. 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 3 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 6 May 85	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	D. TITLE Army Records Manager
JOHN HENRY HATCHER, Ph.D		

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 GRS OR SUPERSEDED JOB CITATION	10.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	210-10 Operating budget files. (Planned MARKS Number 1-1e). <u>BACKGROUND:</u> The Office of the Comptroller of the Army is presently converting information that is filed under FN 210-10, Operating budget files, to microform under Microphotographic Identifier (MPI) S0352. Other Army preparing offices of general and special operating agencies and other preparing offices 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 the standards set forth in Subpart 101-11.506-3, FPMR.	NC-AU-75-19 NC1-AU-84-11	

Enclosure # *#85-52*

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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>210-10 Operating budget files</p> <p><u>DESCRIPTION:</u> Information relating to the preparation and submission of budget estimates and Command Operating Budgets (COB). Lower order estimates and COBs are progressively incorporated into higher order estimates and COBs. The final incorporations (accomplished by general and special operating agencies receiving program and budget guidance direct from DA) are forwarded to DA for staff use in preparing and defending the Army Budget, the President's Budget, and apportionment requests. Included are Command Budget Estimates (formerly Commander's Statement and Budget Summary); draft and final COBs (formerly Operating Program and Budget); Military Assistance Program Operating budgets and comparable budgets and budget estimates; minutes of program budget advisory committees; and similar information.</p> <p>a. Preparing offices of general and special operating agencies.</p> <p>(1) Agency wide estimates, COBs, and similar information.</p> <p><u>DISPOSITION:</u></p> <p>a. Offices not converting the information to microform: Permanent. Cut off at end of target FY.</p> <p>b. Offices converting the information to microform under an approved micrographic system:</p> <p>(1) Original information: Destroy after verification 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 target FY.</p> <p>(b) Other microform copies: Destroy when no longer needed for current operations.</p> <p><u>DESCRIPTION:</u></p> <p>(2) Copies of lower order COBs, estimates, and similar information.</p> <p><u>DISPOSITION:</u></p> <p>Destroy 1 year after end of the target FY.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

JOB NO.

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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

DESCRIPTION:

b. Other preparing offices
(1) Final published COBs.

DISPOSITION:

Permanent. Offices converting the information to microform under an approved micrographic system will apply the disposition instructions in b. (1) and (2) above.

DESCRIPTION:

(2) Other records.

DISPOSITION:

Destroy after 3 years.

DESCRIPTION:

c. Other offices.

DISPOSITION:

Destroy at the end of the target FY.

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

NC1-AU-85- 54

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.
- 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.

Item 1a(1)(a), Item 1a(1)(b)(2)(a), & Item 1(b)(1)

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>June Nash</i>	4/18/86
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Kenneth F. Rossman</i>	4/18/86
CONCURRENCES	NMM		

SECTION III - APPRAISER'S COMMENTS

This job, submitted by Army, authorizes the substitution of film for paper in the case of records already approved for permanent retention. NARA should approve this job as submitted since the records at issue lack intrinsic value. Since this job does not involve the destruction of any information, but only the substitution of film for paper, publication in the Federal Register is not required.