

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

5. TEL. EXT.

P. Burnam

693-1937

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6 Apr 79	GUY B. OLDAKER	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Homeowners Assistance and Relocation Assistance Program Files, AR 340-18-15</p> <p>Background: This is complete realignment of file numbers under subfunctional category 1506, AR 340-18-15. It updates the general leadin to include the Relocation Assistance Program and identify the Public Law establishing the program. It also adds a file number for relocation assistance reporting files.</p> <p>NOTE: FN 1506-01, Homeowners Assistance Case Files (formerly FN 1506-02) and FN 1506-03, Relocation Assistance Case Files (formerly FN 1506-05 & 1503-07) were approved under NARS Job No. NC1-AU-78-127.</p>		

1506 HOMEOWNERS ASSISTANCE AND RELOCATION ASSISTANCE PROGRAM
FILES

These files relate to the administration and operation of the Homeowners Assistance Program (Public Law 89-754, Section 1013) and Relocation Assistance Program (Public Law 91-646).

1506-01 Homeowners assistance case files. Documents relating to the applications of persons involved in losses sustained in real estate market because of military base closures by Defense Agencies. Included are application forms; appraisal reports; questionnaires; copies of deeds and mortgages; evidence of proof of ownership and occupancy of residences; applicants' appeals and final actions or decisions thereon; and related documents.

1506-02 Homeowners assistance progress reporting files. Included are docket sheets, change reports, summary reports, and related documents.

1506-03 Relocation assistance case files. Documents related to relocation of persons and their personal property because of the acquisition of real estate for Army military, civil works purposes, or other federal agencies. Included are questionnaires; notices to owners; applications for relocation assistance; reports of investigations; waivers; recapitulations and summaries; statements of determination; relocation summary reports; ~~comparable forms~~ and related documents.

Offices performing Army-wide responsibility: Destroy 10 years after final action or decision on appeals, as applicable.

Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.

Offices performing Army-wide responsibility: Destroy after 5 years. Do not retire.

Other offices: Destroy when superseded.

Offices performing Army-wide responsibility: Destroy 10 years after final action or determination on appeals, as applicable.

Other offices: Destroy 10 years after payment in full satisfaction of claim or final decision on appeals, as applicable.

(formerly
1506-02)

(formerly
1506-03)

1506-04 Relocation assistance progress reporting files. Included are docket sheets, change reports, summary reports, and related documents.

Offices performing Army-wide responsibility: Destroy after 5 years. Do not retire.

1506-05 Homeowners assistance and relocation assistance supervisory files. Documents maintained by Corps of Engineers division offices which duplicate the record copy maintained by district offices as described herein.

Other offices: Destroy when superseded.

Destroy when no longer required for current operations or 1 year after the prescribed cutoff for the District, whichever is sooner.