

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK

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  
 John G. Vos

5. TEL. EXT.  
 OX3-1937

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 17 JUN 1980. SIGNATURE OF AGENCY REPRESENTATIVE

GUY B. OLDAKER

E. TITLE

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

1. **PERSONNEL-TYPE ORDER FILES** (file number 227-02).  
 Announcements of certain travel, promotions, certain personnel actions, and separations issued by HQDA or by any other element of the Army, per the specific non-permanent formats in AR 310-10. Does not include DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders.

Disposition: Destroy after 56 years. Cut off at end of calendar year. Hold 2 years in CFA or RHA, and retire or transfer to Washington National Records Center with next regular shipment.

Background and rationale:

a. An interim approval for the 56-year standard for this record series (for records already retired to records centers and any records retired to centers before July 1, 1981) was granted per Job Number NCI-AU-80-6, approved May 15, 1980. The approval was subject to the proviso that the Army submit a further request which would specify which particular Personnel-Type Orders must be retained for 56 years, and which could be destroyed after a lesser period.

*1 item*

## Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF  
2 of 3

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. After lengthy and thorough consideration of this requirement, we have concluded that, for a number of reasons, it is neither practicable nor desireable to establish a further break-out of Personnel-Type Orders, and we therefore request approval of the disposition standard stated above for <u>all</u> Personnel-Type Orders. The rationale for this request follows.</p> <p>c. Army orders are governed by AR 310-10, a copy of which is attached (Sample # 1). A series of specific orders formats is furnished for use by the field in issuing orders. Those which are appropriate for PERMANENT ORDERS are so indicated (see formats 550, 740, and 745 for examples); all others fall into the current category of Personnel-Type Orders.</p> <p>d. In 1975, the Army went to the current system (PERMANENT ORDERS and PERSONNEL-TYPE ORDERS) to replace a wide variety of types of orders that had been used for a number of years (Special Orders, Unit Orders, General Orders, etc.). The reasons for this change were to standardize the issuance of orders, and to reduce the categories being used to just <u>two</u>.</p> <p>e. Field elements of the Army are only now becoming accustomed to the current division of orders into PERMANENT and PERSONNEL-TYPE. We have consulted at length with officials of the US Army Military Personnel Center, which has responsibility for AR 310-10 and its formats; they express grave reservations over the break-out, at this time, of yet another category of orders. They feel (and we concur) that such a move would be confusing to the field and would be counter-productive from the operational viewpoint.</p> <p>f. The formats in AR 310-10 are dynamic and constantly changing to meet the needs of the Army's personnel, administration, and transportation systems. If a further break-out were accomplished as was previously proposed, each revision would necessitate a determination of whether the revision was of the 56-year variety or the short-term variety. This determination would have to be made in each instance by this office from the perspective of the Army's long-term reference needs, not from the personnel manager's perspective. In an era of diminished resources and increased mission requirements, this office is not prepared to pick up this added duty.</p>	1	

## Request for Records Disposition Authority—Continuation

JOB NO

PAGE OF  
3 of 3

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>g. Some of the formats in AR 310-10 have multiple uses; while some of these uses, in relation to a specific format, may be of long-term interest, others would be of short-term value. Thus a further break-out of Personnel-Type Orders would require a restructuring of the system of formats presented in the attached regulation.</p> <p>h. We have considered alternatives to the suggested break-out. Foremost among these was the creation of a mechanism whereby the records clerk, at the time that Personnel-Type Orders are transferred or retired, would go through them and withdraw/destroy those of a transitory nature. We rejected this consideration for a number of reasons. First, such a mechanism would be cumbersome, and would further add to the administrative burden imposed on operating elements of the Army. Second, considerable oversight and supervision would be required at several levels to ensure that the records were properly screened. Third, this procedure would cause the orders set to lose its (numerical) sequential integrity.</p> <p>i. It is for the above reasons that Department of the Army requests approval to exercise the 56-year standard for all Personnel-Type Orders as they are presently constituted.</p>		