

ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records. They are superseded, obsolete, filing instructions, describe non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items may be annotated on the schedule.

(P) Permanent

(T) Temporary

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

8/18/81
 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.

325-6044

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.

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
10 AUG 1981	<i>John B. Oldaker</i>	Chief, Records Management Division
10 AUG 1981	<p>8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</p> <p>"ISSUES TO SOLDIERS" FILES (FN 1416-38, AR 340-2). Documents reflecting accountability for items signed for by individual soldiers. Records are maintained at the unit level in single, by-name folder for each member. Included are --</p> <p>a. Hand receipts for bedding, linen, foot lockers, and similar items issued by the unit supply room. (DISPOSITION: Destroy upon return or other complete accounting for items involved.)</p> <p>b. Personal clothing records for the individual, consisting of DA Form 3078 and similar forms. (DISPOSITION: (1) Installation Clothing Initial Issue Point, destroy after 2 years. (2) Unit: Active Army, destroy after 6 months provided inventory has been made without discrepancy; Reserve Components, destroy on separation.)</p> <p>c. Organizational Clothing and Equipment records, consisting of DA Form 3645 and similar forms. (DISPOSITION: (1) Issue point, destroy 6 months after transfer of individual or other relief from accountability. (2) Unit, forward to gaining organization on transfer; destroy on separation.)</p> <p align="right">Cont'd.....</p>	
	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	NC1-AU-80-50	
	NC1-AU-80-50	

Closed Out 8/19/81 t.f.
Copy to Agency's NNT

Request for Records Disposition Authority—Continuation		JOB NO		PAGE OF 2 of 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Background:</u></p> <p>1. This request is submitted in order to consolidate three separate categories of issue records as maintained in unit supply room of Army organizations (companies, batteries, separate detachments -- the lowest organized levels of the Army) into a single, by-name folder for each individual soldier. This consolidation will decrease the administrative workload placed on unit supply personnel and will result in greater efficiency.</p> <p>2. NARS Job # NC1-AU-80-50 approved the disposition of personal clothing records shown in Item "b" above (except for Reserve Component units), and for the organizational clothing/equipment records shown in Item "c" above. Since the approval of that job, we have learned that the disposition for personal clothing records must be further broken out. While the Active Army soldier receives a monetary allowance to maintain personal clothing after six months' service, the Reserve Component soldier is under an "issue-in-kind" system; if an item of personal clothing wears out or is destroyed, another is issued at Government expense. Thus, the variance in disposition of the records.</p> <p>3. We find no NARS approval for Item "a" above, consisting of <u>hand receipt files</u>. While we are including these records in this consolidation for easy use by supply room personnel at the lower echelons of the Army, the same type of record is maintained in organizations and offices throughout the Army, and is described in our file number 1416-16, AR 340-18-14, as follows (unscheduled):</p> <p>"HAND RECEIPT FILES. Records reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. <u>Disposition:</u> Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing."</p> <p>An approval for this record series, as described in Item "a" above, will be applied not only to the consolidated file number 1416-38 in AR 340-2, but also to file number 1416-16 in AR 340-18-14.</p>			