

SELECTED FILE NUMBERS (The proponent is NGB-ADS)	PAGE OF PAGES
DATE APPROVED BY RMO	

THRU: <i>(Records Coordinator)</i>	TO: <i>(Records Adm./Mgr.)</i>	FROM: <i>(Office Title/Symbol)</i>
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SECTION I (Preparing Office)

PREPARED BY:	ROOM NUMBER	EXTENSION	RECORDS <i>(Signature)</i>
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APPROVING SUPERVISOR <i>(Type Name)</i>	SIGNATURE	DATE
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SECTION II (Filing Equipment)

CORRESPONDENCE CABINETS						SECURITY CABINETS				SHELVES	
2 DR LTR <input type="checkbox"/>	2 DR LEG <input type="checkbox"/>	4 DR LTR <input type="checkbox"/>	4 DR LEG <input type="checkbox"/>	5 DR LTR <input type="checkbox"/>	5 DR LEG <input type="checkbox"/>	2 DR LTR <input type="checkbox"/>	4 DR <input type="checkbox"/>	5 DR <input type="checkbox"/>	MAP <input type="checkbox"/>	3 SH <input type="checkbox"/>	7 SH <input type="checkbox"/>
CARD FILES				B'CASE SEC	MAP	VISIBLE	OTHER				
3 X 5 <input type="checkbox"/>	4 X 6 <input type="checkbox"/>	5 X 8 <input type="checkbox"/>	3-1/4 X <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

SECTION III (Files Data)

MISSION HOUSEKEEPING	INITIAL REVISION	MISSION CHANGE <i>(If Applicable)</i>
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SECTION IV (Files Listing)

NUMBER	TITLE AND DESCRIPTION	PRIVACY ACT SYSTEM NOTICE NO.	MEDIA	COFF	RETENTION

SELECTED FILE NUMBERS (Continued)	PAGE	OF	PAGES
	OFFICE SYMBOL	DATE	

SECTION IV *(Files Listing Continued)*

NUMBER	TITLE AND DESCRIPTION	PRIVACY ACT SYSTEM NOTICE NO.	MEDIA	COFF	RETENTION

INSTRUCTIONS

Submit to Records Management Officer a list of selected file numbers for approval. When changes occur, either adding or deleting specific records series, submit revised list of selected file numbers.

SECTION I (PREPARING OFFICE)

From (Office Title/Symbol) - enter office title and symbol of preparing office.

Prepared by - signature of individual preparing list.

Room number - location of files.

Extension - extension of individual preparing list.

Records Coordinator - signature of designated records coordinator.

Approving Supervisor (Type Name) - type name of supervisor.

Signature - signature of supervisor.

Date - date list is prepared.

SECTION II (FILING EQUIPMENT)

Enter in the appropriate block, the quantity of each type of filing equipment located in the reporting element.

SECTION III (FILES DATA)

Check appropriate block - Initial or revision

Mission Change Date - If there has been a change in mission, adding or deleting records series, indicate date of the change. Give brief description of the change in mission on the space provided below.

SECTION IV (FILES LISTING)

Number (File) - enter current file numbers (AR 25-400-2) used - list selected file number only - do not list all file folders.

Title & Description - List the file title and a brief description.

Privacy Act - List the system notice number from DA Pam 25-51 series for those records subject to the Privacy Act.

Media - Identify the media in which the record is filed by listing one of the following:

Paper - if information in paper format.

Tape - if information in magnetic tape format

Optical disk - if information in optical disk format and no paper copies on hand

Microform - if information in microform format and serves as the record copy in place of other media, enter the Microform Document of Information System (MICRODIS) number assigned. If non-record (reference copies), enter "microform X".

COFF - enter time or event on which file is cut off, such as: annually - CY; annually - FY; supsd or ob; event; discontinuance.

Retention - enter how long file is held, such as: 1 yr; 2 yrs; 6 yrs: Perm.

Mission change statement (if applicable).