, DEQ	WEET FOR DE POL GROCITION AS	ITHABITY			
REU	REQUEST FOR RECORDS SPOSITION AUTHORITY (See Instructions on reverse)		JOB NO	EAVE BLANK	
	,		308 140		
<u>.</u>			NC1-AU-80-	3 9	
TO GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408					
1 FROM (AGENCY OR ESTABLISHMENT)			DATE RECEIVED		
Department of the Army			4-21-80 NOTIFICATION TO AGENCY		
2. MAJOR SUBDIVISION		In accordance with the provisions of 44 U S C 3303a the disposal re			
The Adjutant General's Office			uest, including amendment		
. MINOR SUB			be stamped "disposa! not	approved" or "withdi	awn" in column 10
Records Management Division		_	-1011	w M	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL EXT		5-2-80	Valley 11.	Stenk	
		693-1937	Date acting	, Archivist of the	United States
	e of agency representative certify that I am authorized to act for this ager				
□ A !	ncy or will not be needed after the retention portion of the Request for immediate disposal. Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for disposal after a specific portion of the Request for the Request for disposal after a specific portion of the Request for the Request	·	of time or requ	est for pe	rmanent
C. DATE	retention	E. TITLE			
G. DATE	Willer I De Col	E. VIILE	_		
Apr 80	GUY B. OLDAKER	Chief, Re	cords Manageme	ent Divisio	on
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)			SAMPLE OR 3	10. ACTION TAKE
	The US Army Tank-Automotive Mater Warren, Michigan is presently counder FN 228-10, Installation Historm under MICRODIS 8047. Other convert documents under the same in the future. Under the provis FPMR, request authorization to direcords after they have been contact their request approval of the disattached page for this file numb standard provides for both the conforms, If this disposition stant to publish it in AR 340-18-2. a. The records described of filmed in accordance with the standard provides. b. Storage conditions for Film shall adhere to the standard 11.508. The first inspection of 101-11.507-2 will be conducted 2	onverting the istorical File istorical File istorical File is Army agencies file number sions of Subpartispose of the isposition stander. The proportional recordant is appropriate appropriate form with and the silver or its of 101-11.	documents es, to micro- es will likely to microform art 101-11.506- e original eroform. Fur- dard on the bosed dispositi rds and micro- oved, we plan will be micro- corth in 41 eiginal micro- 507 and 101- guired by	•	
	microfilm is produced.	lears area.	the lirst	1	

Copies to digency,

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101–11.4

- 228-10 Installation historical files. Docu- A Agencies not converting data to microments maintained to reflect a chronological record of noteworthy events of interest from a historical or sta-Ttern ! installation or activity.
 - form: Permanent. Retire on discontinuance of installation or activity.
 - tistical standpoint which occur at an h Agencies converting data to microform under an approved MICRODIS:
 - Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

Microforms:

- (a) One silver halide microform set and one diazo or vesicular copy: Permanent. Retire on discontinuance of installation or activity.
- (a) Other microform copies: Destroy when no longer needed for current operations.

Permanent records will be offered NARS in 5 year blocks when the oldest records in the block one 25 years off.