

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

174-005

LEAVE BLANK	
12 JUL 1973 RECEIVED	JOB NO. 174-005
DATE APPROVED	

TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
The Adjutant General's Office

3. MINOR SUBDIVISION
Office Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Lorine C. Kennedy

5. TEL. EXT.
693-1937

NOTIFICATION TO AGENCY

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

8-21-73
 DATE James E O'Neil
 ACTING ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

7/3/73 (Date) S. J. POMRENZE (Signature of Agency Representative) Chief, Ofc Management Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<u>Register of operations files.</u> Documents reflecting surgical procedures performed in the hospital or clinic requiring anesthesia support or monitoring. Included are register of operations forms and related documents. A. Destroy in CFA after three years.		DISPOSAL APPROVED
2	<u>Medical facility incident reporting files.</u> Documents relating to involvement of a patient in an unusual occurrence or accident in a medical facility. Included are reports of unusual occurrence and related documents. A. Destroy after 50 years.		DISPOSAL APPROVED