REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION
    NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (Agency or establishment):
   DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION
   OFFICE OF THE SECRETARY

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.:

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 [number] page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: [ ] is attached; or [ ] is unnecessary.

B. DATE
   Dec 5, 1989

C. SIGNATURE OF AGENCY REPRESENTATIVE
   [Signature]

D. TITLE
   Archivist of the Army

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   1

   Summaries of significant actions

   Summaries of significant correspondence received (or originated) by the Office of the Secretary of the Army. Summaries are prepared on a daily or weekly basis and contain such information as recipient, sender, date, and a brief synopsis of content.

   Disposition: PERMANENT. Records pre-dating 1965 will be transferred immediately to the National Archives. More recent records will be transferred to the National Archives in 5 year blocks when 25-30 years old (e.g., records dated 1965-69 will be transferred in 1995).

   Records are arranged chronologically. Annual accumulation is ca. 3-4 inches.