

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**


*(See Instructions on Reverse)*

*25 items*


*All*

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

- 1. FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE ARMY
- 2. MAJOR SUBDIVISION  
The Adjutant General Center
- 3. MINOR SUBDIVISION  
Records Management Division
- 4. NAME OF PERSON WITH WHOM TO CONFER  
Marian G. Spittle
- 5. TEL. EXT.  
693-1939
- 6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>OCT 7 1974</b>	JOB NO. <b>NC - AG-75 - 3</b>
NOTIFICATION TO AGENCY	
<p>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</p>	
Date <i>10-29-74</i>	 <i>James B. Rhoads</i> Archivist of the United States

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*3 Oct 74*   
 (Date) **S. J. POMRENZE** Chief, Records Management Division, TAGCEN  
 (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>For the description of items see attachment.</p> <p>Records for destruction are located at the US Army Communications Command, Fort Huachuca, AZ. The files were previously approved for microfilming as SAFEGUARD Project No MD-555 and CEEIA Project No MD-566.</p> <p>Only 16mm roll film has been used in the above projects with the exception of the engineering drawings which are on 35mm mounted into aperture cards.</p> <p>Request authority to destroy the original hardcopy of the documents listed on the attachment after inspection and acceptance of the camera master microfilm. Inspection will be in accordance with FPMR 101-11.504.</p> <p>Further request authority to retire the master (camera) silver film and one duplicate copy in accordance with normal records retirement schedules. Engineering drawing and support records which have been microfilmed and previously mounted into aperture cards can only be duplicated on diazo aperture cards in a negative form. Other documents for which 16mm roll film has been used, can be duplicated using a vesicular (Kalvar) roll-to-roll technique, thus providing the required positive duplicate. No silver-to-silver capability exists within the originating organization. Acceptance of these duplicate film types is also requested.</p> <p>Pending retirement of subject film to the Records Center, all film to be retired will be maintained in a secure vault which meets the requirements of FPMR 101.11.506. Only microfilm will be maintained in this vault with the exception of 15 cu ft of boxed paper records for retirement.</p>		

*Copy to Agency 10/31/74*  
*Copy to WNRC 11/1/74*

DESCRIPTION OF ITEMS

1. Microfilm Project MD-555. Records created in 1968 and will continue throughout the life cycle of the project. The following records have been microfilmed under this project:

<u>File No</u>	<u>File Title</u>	Disposition of USA <u>Communication Command Files</u>	<u>Authority</u>
203-03	Agency & Command Planning Files	Permanent. Cut off on supersession, revision, or discontinuance of the plan.	AR 340-18-2
210-01	DA Program Development Files	Destroy after 3 years.	AR 340-18-2
210-02	DA Program Document Files	Destroy when superseded, obsolete, or no longer needed for reference.	AR 340-18-2
210-03	Program & Budget Guidance Files	Guidance prepared by the operating agency and issued to subordinates: Destroy after 6 years. Guidance received: Destroy on incorporation in the command 5 year program or on supersession or rescission, as applicable.	AR 340-18-2
210-04	DA Budget Estimate Files	Destroy after 2 years or on discontinuance, whichever is first.	AR 340-18-2
210-05	Congressional Budget Justification Files	Destroy after 2 years, or on discontinuance, whichever is first.	AR 340-18-2
210-06	Annual Funding Program Files	Destroy 4 years after end of the FY to which they pertain.	AR 340-18-2
210-07	Troop Funding Program Files	Destroy on supersession or when no longer needed for reference.	AR 340-18-2
210-08	Program & Budget Input Files	Destroy 2 years after end of target FY or on discontinuance, whichever is first.	AR 340-18-2

<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
1101-01	Communication Instruction Files	Permanent. Cut off annually or on supersession or obsolescence, as reference needs require.	AR 340-18-11
1101-05	Communication Committee Files	Permanent. Cut off when no longer needed for current operations.	AR 340-18-11
1102-01	Communication Representation Files	Destroy after 2 years.	AR 340-18-11
1102-04	Nontactical Telecommunication Project Files	Permanent. Cut off on completion or termination of the project, or on disapproval of the requirement.	AR 340-18-11
1102-05	Communication Facility Lease Request Files	Destroy on termination of the lease.	AR 340-18-11
1102-06	Interference Reduction Files	Destroy after 10 years.	AR 340-18-11
1102-07	Electronic Equipment Environmental Files	Permanent. Retire 2 years after supersession.	AR 340-18-11
1302-01	R&D Planning Files	Permanent. Cut off on supersession.	AR 340-18-13
1401-02	Procurement Administrative Files	Destroy after 2 years or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.	AR 340-18-14
1402-20	Bidder List Files	Destroy when superseded, obsolete, or no longer required for current operations.	AR 340-18-14

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<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
1402-21	Technical Data Package Files	Destroy when superseded, obsolete, or no longer required for current operations.	AR 340-18-14
1502-03	Site Selection Files	Destroy 3 years after completion of the project or 3 years after determination that the project will not be completed. However, files relating to unselected sites may be retained for use in connection with future selections until acquisitioned or until rejected as unsuitable for the intended purpose.	AR 340-18-15

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2. Microfilm Project MD-566. Records created in 1972 to present. The following records have been microfilmed under this project:

<u>File No</u>	<u>File Title</u>	<u>Disposition of USA Communication Command Files</u>	<u>Authority</u>
227-04	Centralized Background Instruction Files	Permanent.	AR 340-18-2
1102-04	Nontactical Telecommunications Project Files	Permanent. Cut off on completion or termination of the project, or on disapproval of the requirement.	AR 340-18-11
1402-21	Technical Data Package Files	Destroy when superseded, obsolete, or no longer required for current Operations.	AR 340-18-14
1412-03	Standardization Document Formulation Files	Permanent. Cut off on publication of the standardization document. Retire after 5 years.	AR 340-18-14