

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

2 items TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 *ALL*

LEAVE BLANK	
DATE RECEIVED NOV 19 1974	JOB NO NC-AQ-75-15
NOTIFICATION TO AGENCY	
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 "with-drawn" in column 10	
1-30-75 <i>James E. O'Keefe</i> (Date) <i>acting</i> Archivist of the United States	

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

Robert Bonnell

5. TEL EXT

693-1939

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

11/15/74
Date

S. J. Pomrenze
S. J. POMRENZE
(Signature of Agency Representative)

Chief, Records 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	<p><u>Command Health Reporting Files (923-09)</u></p> <p>Documents reflecting current sanitary conditions and factors which influence health, such as data on environmental sanitation, personal hygiene of troops, foods and nutrition, communicable disease incidence and control, and similar information. Included are command health reports, installation sanitation or health reports, and similar or related documents.</p> <p>a. Office performing Army-wide staff responsibility: Destroy after 20 years. <i>Permanent. Offer to National Archives within 20 years of creation.</i></p> <p>b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>		

11/27/75 -

Changes made with approval of W. Boardman

115-106

Copy to Agency & WNRC 2/3/75 W