

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

**Miss Marian G. Spittle**

5. TEL. EXT.

**693-1939**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JAN 23 1975</b>	JOB NO. <b>NC - AG - 75 - 18</b>
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.	
<b>3-31-75</b> <i>Maria Roberts Jr.</i> (Date) <i>actg.</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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*S. J. Pomrenze*

**20 Jan 75**

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><b>Organization Planning Files (File No 207-01, permanent, AR 340-18-2). MICRODIS NO 4072</b></p> <p>1. These permanent records will be converted to microforms in accordance with 41 Code of Federal Regulations (CFR) 101-11.504. The volume of paper records is approximately 41 linear feet, concerning the Army reorganization of 1973.</p> <p>2. The silver original microform plus one positive diazo copy of each microform will be retired to NARS in accordance with 41 CFR 101-11.503-1(a)(1) in lieu of paper records.</p> <p>3. The use of microform copies will be in accordance with 41 CFR 101.11.505.</p> <p>4. Under the provisions of 41 CFR 101.11.503-1, request authority to destroy the paper records of the documents.</p>		

*Agency copy w/letter 3/14/75*