

FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

6 items
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 JUN 2 1975	JOB NO. NC - 44- 75-30
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.	
11-29-76 (Date)	<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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

29 MAY 1975

S. J. Pomrenze

S. J. POMRENZE, Chief, Records Management Division, TAGCEN

Date

(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>Microforms Document & Information System (MICRODIS #5031) maintained by Fort Huachuca, AZ. (Installation Mortuary files).</p> <p>1. The non-permanent records listed below will be converted to microforms in accordance with 41 CFR 101-11.507(c)(2). Request authority to destroy the paper records after micro-filming as prescribed by CFR 101.11.507(b). Volume 2 1r ft.</p> <p>a. <u>Individual Deceased Personnel Files</u> (File No 611-01, AR 340-18-6, destroy after 5 years).</p> <p>b. <u>Individual Gravesite Reservation Files</u> (File No 611-05, AR 340-18-6, destroy on cancellation; forward with interment report to office performing Army-wide staff supervision on utilization of gravesite).</p> <p>c. <u>General Correspondence Files</u> (File No 1525-01, AR 340-18-15, destroy after 5 years).</p> <p>d. <u>Periodic Cemetery Reporting Files</u> (File No 1525-05, AR 340-18-15, destroy after 5 years).</p> <p><i>Change made with approval of Mr. Burgess. 6/8/76. JGW</i></p>		

*Copy to Agency 12-77602
Copy to NW 12-77602*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>2. The permanent records listed below will be converted to microforms in accordance with 41 CFR 101-11.504. The silver original microform plus one diazo copy of each microform will be retired to the appropriate Federal Records Center, upon verification that the film meets the requirements of 41 CFR 101-11.504. Retirement will be made in lieu of 41 CFR 101-11.503-1(a)(1). Storage facilities for retention of the organizational silver security copy will meet the standards of 41 CFR 101-11.506, and use of the microform copies will be in accordance with 41 CFR 101.11.505. The volume is approximately 2 1/2 ft.</p> <p>a. <u>Burial Register Files</u> (File No 1525-04, AR 340-18-15. Permanent. Retain at the installation until discontinuance, at which time they will be transferred to WNRC). <i>Offer to NARS immediately after close of installation.</i></p> <p>b. <u>Installation and Gravesite Layout Files</u> (File No 1525-06, AR 340-18-15. Permanent. Retain at installation until discontinuance, at which time they will be transferred to WNRC. However, maps & plans should be destroyed when superseded by approved drawings supplied by the office performing Army-wide staff responsibility). <i>Offer to NARS immediately after close of installation.</i></p>		