

**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

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

Mr C. A. Burgess

5. TEL. EXT.

6931938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUN 10 1975</b>	JOB NO. <b>NC - AU - 75 - 31</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.	
<i>8-5-75</i> (Date)	<i>James B. Hoade</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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*6/3/75* *S. J. Pomrenze*  
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><u>Military Personnel Procurement Planning Files (702-01)</u></p> <p>Documents relating to the establishment or changing of the basic concepts for obtaining personnel to meet requirements for the Regular Army and Reserve components, through universal military training, recruiting, reenlistment, or other means. Included are approved plans, disapproved plans, changes to plans, coordination documents, and similar or related documents.</p> <p>a. Office performing Army-wide staff responsibility: <del>Destroy after 15 years.</del> <i>Permanent. Offer to National Archives within 25 years.</i></p> <p>b. Other offices: Destroy after 5 years.</p>		

*7/25/75 - Change with approval of C.A. Burgess*

*Copy to Agency & NCW 8-4-75 ON*