

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items

All

LEAVE BLANK	
DATE RECEIVED JUN 10 1975	JOB NO. NC-AU-75-38
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.	
8-5-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.
693-1938

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.

6/5/75 *S. J. Pomrenze*
Date (Signature of Agency Representative) S. J. POMRENZE, Chief, Records Management Division, TAGCEN (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>TEST BACKGROUND DATA FILES</u></p> <p>Documents accumulated by the office performing Army-wide staff responsibility. Files are used to conduct continuous evaluation and analysis for the purpose of management improvement of Army-wide test programs. Included are documents reflecting test development, test establishment, test procedures, coordination with other agencies, and similar or related documents.</p> <p>Destroy 25 years after the test is discontinued.</p>		
2.	<p><u>SPECIMEN TEST MATERIAL FILES</u></p> <p>Documents accumulated by the office performing Army-wide staff responsibility. Files are used for research, reference, and study. Included are specimen sets and extra copies of current and obsolete Army personnel test materials such as test manuals, test booklets, answer sheets, and scoring devices.</p> <p>Destroy when no longer needed for reference.</p>		

Copy to Agency & NCW 8-7-75 (D)