

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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. R. E. Bonnell (MICRODIS No. 5045)

5. TEL. EXT.

693-1939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED JUL 8 1975	JOB NO. NC-44-76-2
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.	
7-21-75 (Date) acting	James P. O'Neil 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.

1 July 1975 *Cyrus H. Frazer*
for S. J. POMRENZE
Date (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>Utilities Contract Files. (File No. 1519-11, AR 340-18-15. Disposition: Contracts for \$2,500 or less: Destroy after 3 years. Contracts for more than \$2,500: Destroy 6 years after final payment.)</p> <p>Microfilming of 36 linear feet of Utilities Contract Files maintained by the Utilities Engineering Division, US Army Training and Doctrine Command, Fort Monroe, VA has been approved under MICRODIS number 5045-17G4. Updating will involve approximately 2 linear feet annually. Documents will be converted to microform in accordance with 41 CFR 101.11.507(c)(1).</p> <p>Request permission to destroy the paper records after microfilming.</p> <p>A. Microfilmed records: Destroy upon termination or completion. <i>in accordance with File No. 1519-11, AR 340-18-15.</i></p> <p>B. Paper records: Destroy immediately after microfilm proves to be an adequate substitute.</p>		

(pc)
7/9/75 Changes with approval of R. Bonnell.

Copy to Agency + NCW 7/25/75