

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*libera*  
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>JUL 16 1975</b>	JOB NO. <b>NC-AU-76-5</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.	
<p align="right"><i>7-22-75 James P. O'Neil</i> (Date) <i>acting</i> Archivist of the United States</p>	

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.

*7/9/75*  
(Date)

*[Signature]*  
(Signature of Agency Representative)

**S. J. POMRENZE**  
**Chief, Records Management Div, TAGCEN**  
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<i>1</i>	<p align="right"><i>812-05</i></p> <p><b><u>Appeal and Grievance Log Files.</u></b> Documents reflecting a continuing list of numbers assigned to control individual appeal and grievance case files. Included are registers, logbooks, cards and similar or related documents.</p> <p align="center">Destroy when no longer needed to facilitate or control individual case files.</p>		

*Copy to Agency 7-25-75 on*