

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

lit
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 JUL 16 1975	JOB NO. NC - 44-76-6
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-22-75 (Date)	<i>James E. O'Neill</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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11 July 75
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
1	811-13 Repromotion Eligibility Files. Documents pertaining to employees demoted without personal cause and eligible for placement in former or higher grade. Included are list or cards recording names, titles, grades, and positions for which employees meet minimum qualification requirements. Destroy when employee is placed in former or higher grade.		

Copy to Agency 7-25-75