

**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 C A Burgess
5. TEL. EXT.
693-1938
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 9 1975	JOB NO. NC1 - ACI - 76 - 14
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.	
<u>1-6-76</u> (Date)	<u>James B. Oldaker</u> 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.

4 Dec 75 James B. Oldaker
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>Official Military Personnel Folder File 5. (File No 708-02, AR 340-18-7) MICRODIS No 4045-705E. Permanent.</u></p> <p>Files are created by the US Army Military Personnel Center, under the general staff supervision of the Deputy Chief of Staff, Personnel. The current volume is 31,497 linear feet. An estimated annual increase of 2,417 linear feet is expected. The prescribing directive for documents included in this file is AR 640-10.</p> <p>a. Commencing in January 1976, the files will be converted to microform in accordance with 41 CFR 101-11.504. A silver duplicate microfiche plus a diazo copy will be retired to the National Personnel Records Center, St. Louis, MO upon final discharge of the individual from Army military service. Request approval for permanent retention.</p> <p align="center">*</p> <p>b. Request approval for disposal of original paper or other source documents from which the microform record (la above) made is made after the microfiche has been verified as suitable substitutes for the source documents.</p> <p>A. Microfilmed records: Permanent. * (destroy or give to the individual concerned).</p> <p>B. Paper records: Destroy immediately after microfilm proves to be an adequate substitute.</p> <p><i>JAW changes made per Burgess - Wadlow telephone conversation 12/18/75.</i></p>		

115-106 *Copy to Agency & NPRC 1-8-76 (W)*

BACKGROUND

Official Military Personnel Folder File. File No 708-02, AR 340-18-7, Permanent, MICRODIS 4045-705E.

Documents in this file are the official historical and legal record of Army military service. The file is the primary source of information pertaining to the individual both during and subsequent to active service and is used to accomplish personnel administrative actions and/or to protect the interest of the individual and the Government.

The Army's microform records system provides for a structured record prepared in nominal 24X88-image microfiche format. To ensure the integrity of the record, the master microfiche will remain in file storage; duplicate microfiche will be created for the user.

Although these records are not archivally permanent in their entirety, permanent retention is the current accepted disposition standard for master personnel records of all military services.