

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*2 items*

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

R. E. Bonnell

5. TEL. EXT.

693-1939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>FEB 11 1976</b>	JOB NO. <b>NC1-ACI-76-17</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.	
<i>2-25-76</i> (Date)	<i>James B. Rhoads</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.

*6 Feb 76*  
Date

*S. J. Pomrenze*  
S. J. POMRENZE  
(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
	<p><u>Accounting Documents Files.</u> (FN 302-06, AR 340-18-3) Disposition is destroy after 3 years except that documents relating to exceptions taken by GAO will be retained until cleared by a satisfactory reply to the notice of exception and then destroyed. (MICRODIS 5075)</p> <p>The records accumulate in the Finance and Accounting Activity of Headquarters, US Army Security Agency, Arlington Hall Station, Arlington, VA. They consist of obligation documents, purchase orders, invoices and vouchers, receiving reports, and similar documents. The records accumulate at the rate of approximately 150 cubic feet per year. They will be converted to microforms IAW 41 CFR 101-11.507(c)(2). Use of the microforms will be IAW 41 CFR 101-11.505.</p> <p>Request authority to destroy the paper records after microforms prove to be an acceptable substitute.</p>		

*Copy to Agency*