

**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 <b>MAR 30 1976</b>	JOB NO. <b>NC1-AU-76-20</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.	
<b>4-15-76</b> (Date)	<i>James B. Lead</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.

*S. J. Pomrenze*  
**S. J. POMRENZE, Chief, Records Management Division, TAGCEN**

**26 Mar 76** 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
	<p><u>Personnel Processing Activities Reporting Files(706-01)</u></p> <p>Documents providing data for planning purposes, for reporting progress, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and similar or related documents.</p> <p>a. Requiring Office: Destroy after 10 years.</p> <p>b. Reporting Offices:* Destroy after 2 years.</p> <p>* Disposal approved 7 July 1966, Job No NN-166-204.</p>		

*Copy to Agency 4-19-76*