

**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.
6931938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 7 1976	JOB NO.
NC1-44-76-29	
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.	
6-18-76 (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.

4 May 76 S. J. POMRENZE, Chief, Records Management Division, TAGCEN
Date *4/27* (Signature of Agency Representative) *S. J. Pomrenze* (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center"><i>(1526-04)</i></p> <p>Postal Construction Contract Files. These files accumulate in various operating elements of an office responsible for administration of architect-engineer and construction contracts for postal projects. Certain files relating to a contract may also accumulate in offices at other locations when the responsibility for performance of certain functions is designated to such offices. These offices will be designated as the "office of record" and will be responsible for complete documentation of the function, in order that duplicate files maintained by other offices can be destroyed as reference papers.</p> <p>Office of Record: Records created prior to 2 July 1975: Destroy after 10 years and 3 months. Records created on or after 2 July 1975: Destroy after 6 years and 3 months. Transfer to the appropriate Federal Archives and Records Center, 3 years after close of the fiscal year in which final payment is made.</p> <p>Records that are involved in appeals handled by a Board of Contract Appeals will be destroyed 7 years after the date of the Board's decision. <i>10 years 3 months</i></p> <p align="right"><i>changes made with approval of Mr. Burgess 5/20/76. JBW.</i></p>		

Copy to Agency 6-22-76 D