

**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. <b>NC1-41-76-81</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.	
6-18-76	<i>James B. Rhodes</i> Archivist of the United States
(Date)	

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 (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.	<p><u>Postal Procurement Transactions Files. (1526-06)</u></p> <p>Contracts, purchase orders, delivery orders, and similar or comparable instruments.</p> <p>OFFICE OF RECORD: Records created prior to 2 July 1975: Destroy after 10 years and 3 months.</p> <p>Records created on or after 2 July 1975: Destroy after 6 years and 3 months.</p> <p>Transfer to the appropriate Federal Archives and Records Center, 3 years after close of the fiscal year in which final payment was made.</p> <p>Records that are involved in appeals handled by a Board of Contract Appeals will be destroyed <del>7 years</del> <i>10 years 3 months</i> after the date of the Board's decision.</p> <p><i>changes made with approval of Mr. Burgess 5/20/76. JBW.</i></p>		

*Copy to Agency 6-22-76*