

**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**

Lillian B. Faison

**5. TEL. EXT.**

693-1937

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED MAY 16 1976	JOB NO.  NCR-AC-76-84
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.	
6-1-76 (Date)	James B. Roeder 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 May 76 for S. J. POMRENZE  
Date (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>PERSONNEL TYPE ORDER FILES. (FN 227-02, AR 340-18-2) Publications issued at all echelons of the Army to disseminate information and instructions affecting the status of individuals. Included are orders issued for the purposes of certain personnel actions, promotions, separations, assignment memorandums, and courts-martial; but not DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) and invitational travel orders.</p> <p>Disposition: Destroy after 5 years. Retain in CFA.</p> <p>Request authority to establish disposition instructions, as stated above, for personnel type order files. This change will reduce the retention periods from 10 and 15 years to 5 years. In addition, a recent revision of AR 310-10, effective 1 July 1976, makes significant changes in the DA military orders system. "Permanent Orders" and "Orders" replace unit, letter, special, and general orders. With the exception of combat orders, court-martial orders, and invitational travel orders, all other DA military orders fall into one of two categories:</p> <p>a. "Permanent Orders" are issued for awards and unit organization actions.</p> <p>b. "Orders" are issued for travel, promotion, certain personnel actions, and separations.</p> <p>This revision resulted in the necessity to revise FN 227-02, AR 340-18-2, to delete all references to unit, letter, special, and general orders.</p>		

Copy to Agency 6-3-76  
Copy to NARC 6-3-76  
Copy to WARC 6-3-76