

**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

Lillian B. Faison

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 12 1976	JOB NO.
NC1-AU-76-35	
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>7-16-76</i> (Date)	<i>James B. Aldaker</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

to May 76 for *Guy B. Aldaker*
Date: _____ Signature of Agency Representative: _____ Title: Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PUBLICATION RECORD SET FILES. (FN 227-01, AR 340-18-2) These will consist of one copy of each publication or change issued, within the categories and at the levels of command specified below. Publications within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set." Documents described in a and b below will not be charged out or posted. Commanders will ensure that each record set is complete and that it is retired to the appropriate records center. The Adjutant General's Office will maintain record sets of publications authenticated by The Adjutant General. The office responsible for preparing and issuing other publications will maintain record sets of its publications that are not authenticated by The Adjutant General. Publications to be included in publication record sets are limited to those described in a and b below.</p> <p>a. Headquarters, Department of the Army publications as follows: Army regulations, memorandums, circulars, pamphlets; civilian personnel circulars, pamphlets, regulations, and procedures manuals; field manuals, technical manuals, and technical bulletins; periodicals; tables of organization and equipment; and equipment modification lists.</p> <p>Disposition: Permanent. Cut off at the end of the calendar year. Retire or transfer ^{to WARC} with next regular retirement or transfer. <i>offer to archives 10 years after cutoff.</i></p> <p><i>Change made with approval of Mrs. Faison.</i></p>		

6/8/76. JBW.
Copy to Agency + NCW 7-20-76

copy sent to J.B.W.
MAR. 8/30/72

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Chief of Staff regulations and memorandums; HQDA Staff Agency, major command, and subcommand publications as follows: regulations and supplements thereto, circulars, pamphlets, permanent orders, and memorandums, but not assignment memorandums or memorandums issued by and applicable to a single staff element of a headquarters.</p> <p>Disposition: Permanent. Cut off at the end of the calendar year. Retire or transfer, ^{to WARC} with next regular retirement or transfer. <i>Offer to NARS 10 years after cutoff.</i></p> <p>Request authority to establish disposition instructions, as stated above, for publication record set files. 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 required for awards and unit organization actions.</p> <p>b. "Orders" are required for travel, promotion, certain personnel actions, and separations.</p> <p>This revision of AR 310-10 resulted in the necessity to revise FN 227-01, AR 340-18-2, to delete all references to unit, letter, special, and general orders. In addition, combat orders and those publications issued by elements operating in a combat zone or designated as a combat support element in a combat zone, have been deleted from this file number. It is proposed to establish a separate files series for combat and combat support type files.</p>		