**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
     - The Adjutant General Center
   - Records Management Division

2. MAJOR SUBDIVISION
   - Cost accounting principal reporting files. (FN 313-13)

3. MINOR SUBDIVISION
   - Documents relating to recurring and periodic cost accounting reports made by operating offices of the Corps of Engineers to higher echelon offices. Included are such reports as fiscal year cost-budget summaries, revolving fund financial reports, and comparable documents. Destroy after 30 years. Cut off at end of FY of preparation. Retire to the Federal Archives and Records Center serving the geographical area after 5 years.

4. NAME OF PERSON WITH WHOM TO CONFER
   - Ethel Littles
5. TEL Ext.
   - 693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

   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 [page(s)] are not now needed for the business of this agency or will not be needed after the retention periods specified.

   **Date:**
   [Signature of Agency Representative]
   Chief, Records Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   1. Cost accounting principal reporting files. (FN 313-13)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

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