

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 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
Mr. C. Burgess

5. TEL. EXT.
693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 18 1976	JOB NO. NC1-AU-76-48
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.	
JUN 7 1976 <i>James E. O'Neil</i> (Date) ACTING 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.

11 May 76
 Date **S. J. POMRENZE** Chief, Records Management Division
 (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>Utilities contract files.</u> (FN 1519-11) Documents which pertain to the contracting for facilities engineering work normally administered by the post engineer; to the contracting for buying and selling utilities services at military installations and at Corps of Engineers civil works projects; and to inspection and maintenance contracts administered by Army headquarters. Included are contracts delivery orders, invoices, service authorizations, and correspondence relating to specific contracts. Documents relating to an unsettled claim, incomplete investigation, or pending litigation will not be disposed of until settlement of the claim or completion of the investigation or litigation. Delivery orders, service authorizations, or comparable instruments created in connection with master, open end, or indefinite delivery type contracts will be considered as separate individual transactions and disposition will be based on final payment of the individual delivery order, service authorization, or comparable instrument.</p> <p>Office of record: Records created prior to 2 July 1975: Destroy 10 years and 3 months after final payment.</p> <p>Records created on or after 2 July 1975: Destroy 6 years and 3 months after final payment.</p> <p>Supervisory and other offices: Destroy upon termination of contract.</p> <p><i>Copy to Agency 6-8-76 RO</i></p>		