

**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  
**R. Bonnell**

5. TEL. EXT. **69-31939**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUN 18 1976</b>	JOB NO. <b>NC1-AC-76-57</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.	
<b>JUL 1 1976</b> (Date)	<i>James B. Rhoads</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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*15 June 76*  
*S. J. Pomrenze*  
S. J. POMRENZE  
(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
1.	<u>Dining Facility Operations Files.</u> (FN 14-10, AR 340-2) Documents relating to the operation of dining facilities. Included are cook's worksheets, ration request and vendors value, food cost records, ration savings accounts, return monetary allowances, and similar or related documents.  Active Army: Destroy after 3 months  US Army Reserve: Destroy after 6 months		
2.	<u>Field Ration Issue and Delivery Files.</u> (FN 14-12, AR 340-2) Documents relating to the issue and delivery of rations. Included are ration issue slips, issue or turn-in slips not used as receipts for cash, delivery tickets, machine print-outs, and similar or related documents.  Ration breakdown point: Destroy after 2 years.  Dining facilities:  Active Army: Destroy after 3 months  US Army Reserve: Destroy after 6 months.		

*Copy to Agency 77-7600*