

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO: 2 items **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	JOB NO.
AUG 6 1976	NC1-44-76-62
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.	
<u>12-9-76 James E. O'Neill</u> (Date) <u>Acting</u> 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.

4 Aug 76 [Signature]
Date (Signature of Agency Representative)

S. J. POMRENZE
Ch, Records Management Div, TAGO
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Master Planning Files (FN 1502-06) (MICRODIS 5078)</u> Headquarters, US Army Training and Doctrine Command (TRADOC) is microfilming 57 feet of Installation Master Planning Files maintained by the Engineering Division. Included are future development plans and basic information maps of the installations within the Command. Documents are 28 x 40 inches and will be placed on aperture cards. Total volume is approximately 2,860 documents with about 980 updates per year. The documents are copies of the permanent record material maintained by the installation to which the plan pertains, and are used for review and approval of projects proposed by the installations subordinate to the headquarters. Current maps are maintained along with the original site map and a copy of each revision. Indexing will be by installation and by map drawing number for the installation. Documents are destroyed after 6 years except that copies of the master plans are destroyed when superseded or obsolete.</p> <p>The documents are converted to microform IAW CFR 101-11.507(c)(1). Use of microforms will be IAW CFR 101-11.505. Request permission to destroy the paper records after microfilming.</p>		

Copy to Agency 12-14-76