

**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

**2. MAJOR SUBDIVISION**  
THE ADJUTANT GENERAL CENTER

**3. MINOR SUBDIVISION**  
RECORDS MANAGEMENT DIVISION

**4. NAME OF PERSON WITH WHOM TO CONFER**  
John Roach

**5. TEL. EXT.**  
693-1938

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

**LEAVE BLANK**

**DATE RECEIVED**  
OCT 26 1976

**JOB NO.**

**NC 1-AU- 77-12**

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.

*3-23-77* *[Signature]*  
(Date) 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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**21 OCT 1976** *[Signature]* S. J. POMRENZE, Chief, Records Management Division, TAGCEN

Date	(Signature of Agency Representative)	(Title)
<b>7. ITEM NO.</b>	<b>8. DESCRIPTION OF ITEM</b> (With Inclusive Dates or Retention Periods)	<b>9. SAMPLE OR JOB NO.</b>
1.	<p><u>Litigation Case Files</u>. File Number 410-01.</p> <p>Documents relating to actual or potential legal proceedings in which the Army, including all its instrumentalities, has an interest. Included are advisory reports; investigative reports; litigation reports; copies of processes and pleadings; communications with Army agencies, commands, and activities; communications with the Department of Justice and United States Attorneys, and with other organizations, agencies, activities, and individuals both within and without the Federal Government; and related papers.</p> <p>Note: Documents relating to litigation matters involving patents, copyrights, trademarks, and proprietary data, and real property acquisitions, are properly considered a part of and will be filed in these files. }</p> <p align="center">Disposition</p> <p>The Judge Advocate General's Office (TJAGO) and Office, Chief of Engineers (OCE) for Civil Works cases: Destroy after 30 years. Those cases mentioned in the annual report of the US Attorney General; heard by the Supreme Court; or designated by TJAG or General Counsel OCE as dealing with precedence, key issues, policy, or significant developments in DA will be retained permanently and cut off on the completion of litigation.</p>	<b>10. ACTION TAKEN</b>

*Sent to agency and all FRC's, NCW 3/25/77*

**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
1.	<p>TJAGO and OCE for cases not involved in litigation:            Destroy 10 years after date of accident or incident.</p> <p>Other Offices: Destroy after 6 years.</p> <p>Note: This request increases the retention period for files accumulated in TJAGO from 15 to 30 years and reduces the retention period for files accumulating in OCE for civil works cases from permanent to 30 years.</p> <p>The records that become permanent will be offered to the National Archives <del>15</del><sup>20</sup> years after completion of litigation or other case action. The volume of permanent files originated is 10 feet and they accumulate at the rate of one foot per year.</p>	<p><i>NOT</i>  <i>3/16/77</i></p>	