

**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's Office

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. NC1-44-77-15
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.	
3-16-77 (Date)	<i>James B. Roach</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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

22 OCT 1976
Wendell Boardman
for **S. J. Pomrenze**

Chief, Records Management Division

Date (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>Congressional correspondence Files.</u> File Number 411-03. Documents relating to congressional inquires on all matters within the scope and activity of the Department of the Army, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of national security information. Included is correspondence between congressmen and their constituents or other people, and between congressmen and the Army. (Files accumulated in operating elements of all echelons will be filed in the appropriate administrative files.)</p> <p><i>functional not 2/16/77</i></p> <p>Disposition</p> <p>Office responsible for overall coordination of Department of the Army congressional liaison activities: Destroy after 5 years.</p> <p>Office of legislative officers or individuals designated to coordinate and control congressional correspondence at the Army staff and at headquarters of major and sub-commands: Destroy after 3 years: if used as a record of disclosure accounting under the Privacy Act of 1974 (5 U.S.C. 552a) destroy after 5 years or life of the disclosed file which ever is later.</p> <p>Office of individuals designated to coordinate and control congressional correspondence at lower echelons: destroy after 2 years; if used as a record of disclosure accounting under the Privacy Act of 1974 (5 U.S.C. 522a) destroy after 5 years or life of file which ever is later.</p>		

1 ITEM