

**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

Lillian B. Faison

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <i>JT 26 1976</i>	JOB NO.
NC 1-44-77-19	
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.	
<i>2-15-77</i> (Date)	<i>James E. O'Heill</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.

Wardell Boardman
21 Oct 76 *for* S. J. POMRENZE

Chief, Records Management Div

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
	<p>NONTACTICAL TELECOMMUNICATIONS PROJECT FILES (FN 1102-04, AR 340-18-11). Documents relating to the preparation, validation, and approval of nontactical telecommunications requirements (including COMSEC* requirements); and the design, engineering, construction, and installation of nontactical telecommunications services, equipment, facilities, networks, and systems. These records accumulate at installations and activities throughout the Army. Included are project case files containing requirement statements, project approval letters, bills of material, design and engineering data, specifications, installed communication equipment property cards and related documents.</p> <p>Disposition: Office performing Army-wide responsibility: Destroy 25 years after completion or termination of project, or upon disapproval of requirement.</p> <p>Office of major command and subcommand headquarters: Destroy 1 year after disapproval of requirement or discontinuance of facility or installation.</p> <p>Installation or activity signal offices: Destroy 1 year after disapproval of requirement or discontinuance of facility or installation, except files pertaining to abandoned facilities or installations will be destroyed</p>		

Sent to agencies and NCW- 2/24/77

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
	<p>on abandonment or prior to relief of activity signal officer.</p> <p>Request authority to reduce the retention period for non-tactical telecommunications files from permanent to 25 years. A review of these records revealed that they do not have the historical and archival value originally determined. These files accumulate at installations and activities throughout the Army and document the design, construction, and utilization of Army noncombat telecommunications systems, to include television, radio, and all other communications systems.</p>		