

**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 NOV 3 1976 | JOB NO. NC 1-44-77-25 |
| 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. | |
| 3-14-77 (Date) | <i>James B. Choad</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Wendell Boardman
Date: _____
W. S. J. POMRENZE
(Signature of Agency Representative)

Chief, Records Management Div
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | <p>DA INFORMATION BOOK FILES (FN 223-02, AR 340-18-2). Documents used to prepare information and inquiry books for the Office, Secretary of the Army; the Chief of Staff; and the Vice Chief of Staff for meetings with important civilian or military officials and visits to commands, installations, and activities. These books include data for purposes of information, discussion or inquiry; biographies and photographs of key personalities; map and organization charts of the command, installation, or activity; and pertinent general information.</p> <p>Disposition: HQDA office monitoring the book; Destroy after 2 years. Earlier destruction is authorized.</p> <p>Offices contributing data: Destroy after 1 year.</p> <p>Other offices: Destroy on supersession or obsolescence.</p> <p>In accordance with this agency's review of all records within the Department of the Army which are designated as "permanent" records, a re-evaluation of the records maintained under FN 223-02, DA Information Book Files, revealed that the retention period for these files should be reduced from permanent to 2 years. Since the original establishment of the permanent designation for these records, a permanent reference need has not been established. Data contained in these books become outdated</p> | | |

Sent to agency and all FRC's - 3/14/77 JB

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 |
|----------------|--|----------------------------|---------------------|
| | within a 6-9 month period and after 2 years, experience has shown that no reference at all is made to these files. | | |