

**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 4 1976	JOB NO.  <b>NC 1 - ACU - 77 - 29</b>
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.	
MAR 28 1977	<i>James B. Rhoads</i> Archivist of the United States
(Date)	

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.

Date: NOV 10/76  
 Signature: *Council G. Puer* for **S. J. POMRENZE**  
 Title: **Chief, Records Management Division**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>SECURITY ASSISTANCE PERSONNEL FILES (FN 236-04, AR 340-18-2). Documents relating to the selection, training, and assignment of US personnel engaged in security assistance activities in the Foreign Area Officer Program and the Personnel Exchange Program with Armies of other nations. Included are program policy statements; qualifications and training requirements, to include language and country training requirements; program guidance; selection, assignment, and administrative procedures; and related documents.</p> <p>Disposition: Office performing Army-wide staff responsibility: Permanent. Offer to the National Archives after 25 years.</p> <p>MAAGS, Missions and Attaches: PERMANENT. HOLD IN CFA 2 YRS., THEN RETIRE TO RECORDS CENTER.</p> <p>Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p> <p>Request authority to establish the disposition instructions described above for security assistance personnel files. These files are not individual personnel records, but they document policy, procedures, and qualification, selection, and training requirements for personnel assigned to the Personnel Exchange Program and the Foreign Area Officer Program. They accumulate in the Office of the Deputy Chief of Staff for Operations and Plans (DCSOPS) who has functional responsibility in the Army for these programs. Current volume is 1 1/2 linear feet and these files accumulate at a rate of approximately 2 linear feet annually.</p> <p>PERMANENT RECORDS FILED CHRONOLOGICALLY BY DATE.</p>		<p>offer to NARS IN 20 YRS.</p>