

**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 5 1976	JOB NO. NC 1-AC- 77- 80
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.

3 NOV 1976

Carroll G. Puenz
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
	<p>READINESS REPORTING FILES (FN 209-03, AR 340-18-2). Documents relating to the reporting of actual readiness conditions of Army forces. Included are individual and consolidated unit readiness reports, reviews and evaluation of readiness, commanders situation reports, personnel status reports, logistic readiness reports, papers concerning the actual readiness conditions of Army forces, and related documents.</p> <p>Disposition: Office performing Army-wide responsibility: Permanent. * Offer to the National Archives after 25 years. Other offices: Destroy after 2 years. * HOLD IN CFA 2 YRS, THEN RETIRE TO RECORDS CENTER.</p> <p>Request authority to establish disposition instructions as described above for readiness reporting files. A re-evaluation of these records revealed that the 2 year retention period approved in 1962 and the description of the records at that time was in error; 2 years have proven to be totally unacceptable. The files were described, at that time, as pertaining to reserve units only, while in actuality they are the record copies of documents that depict the state of readiness of all US Army forces. They are considered extremely valuable for reference, research, and historical purposes, and it is imperative that they be designated as permanent documents. Current volume on hand is 1 linear foot and these records accumulate at a rate of 1/4 linear foot each year. Records FILED CHRONOLOGICALLY BY DATES.</p>		

sent to agency, all FRC's, NICW - 3/20/77 TP 2