

**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

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

R. S. Christian

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 8 1976	JOB NO. NC 1-AD- 77-44
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.	
4-7-77 <i>James E. O'Neil</i> (Date) <i>acting</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.

7 DEC 1976
Date

WR Boardman
for **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><u>Cataloging activity reporting files.</u> (FN 1413-02) Documents used to recurringly report official data on cataloging activities, such as number of item identifications processed and number of supply manuals in existence, under preparation, or required. Included are cataloging activity reports and related papers.</p> <p>Office requiring the report: Consolidated or summarized reports - destroy after 5 years; Feeder reports - destroy after 2 years.</p> <p>Other offices: Destroy after 2 years.</p>		

*Copies sent to NNM, all PRC & Agency
plus 4/8/77*