

**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

R. S. Christian

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 8 1976	JOB NO. NC 1-ACU- 77-45
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.	
4-19-77 (Date)	<i>James B. Rhoads</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

J. W. Boardman
J. 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>Maintenance summary and management files. (FN 1420-03) Documents relating to the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared forms (commonly referred to as control copies) containing detailed data of value in managing such aspect of maintenance as forecasting workloads, scheduling work for orderly flow, worktime standards and routing of work, parts supply, cost control, quality control, operation improvement, and equipment improvement are reviewed, analyzed, and summarized. Normally, EAM or ADP equipment is used for transferring pertinent data from the various forms to cards and/or tapes from which numerous summarizations and reports may be machine prepared. These reports reflect (in many combinations) information on cost and time; labor utilization; repairs, services, and parts; parts failure; modification work order progress by end item or by work order number; equipment improvement; combined maintenance; repairs-services-parts; combined maintenance, parts failure; equipment status; equipment deadlined; equipment inventory.</p> <p>Offices performing Army-wide staff responsibility: Consolidated reports and summaries affecting policy, precedent, and procedure - destroy 5 years after supersession or obsolescence. Other reports - destroy when they have served their purpose. Feeder reports - destroy on extraction of necessary data.</p>		

Sent to agency, all FRCS, New 4/21/77

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
	Other offices: Consolidated reports and summarizations - destroy when they have served their intended purpose. Feeder reports - destroy on extraction of necessary data.		