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:

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

S. J. POMRENZE
Chief, Records Management Division

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   National stockpile shipping files. (FN 1421-15)
   Documents relating to the transportation of strategic
   and critical materials stored by the Army for the General
   Services Administration. Included are memorandum copies
   of bills of lading with supporting documents such as
   freight classification; export certificates or declara-
   tions; transit certificates such as GSA Form 287, TPU
   Form 12; demurrage car record books; and similar docu-
   ments.

   Destroy 3 years after all stored material of like kind
   and grade has been shipped out.
<table>
<thead>
<tr>
<th>File No</th>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1421-12</td>
<td>National stockpile account files. Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration, Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored, commodity name, commodity grade, unit of measure used, and number assigned to commodity type, and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers</td>
<td>Destroy 2 years after out shipment of material.</td>
</tr>
<tr>
<td>1421-13</td>
<td>National stockpile voucher register files. Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the General Services Administration, Defense Materials Service</td>
<td>Destroy 6 years after individual sheets or individual bound books are filled.</td>
</tr>
<tr>
<td>1421-14</td>
<td>National stockpile reporting files. Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the General Services Administration, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity</td>
<td>Destroy after 2 years.</td>
</tr>
<tr>
<td>1421-15</td>
<td>National stockpile shipping files. Documents relating to the transportation of strategic and critical materials stored by the Army for the General Services Administration. Included are memorandum copies of bills of lading with supporting documents such as freight classification, export certificates or declarations; transit certificates such as GSA Form 287, TPL Form 12, demurrage car record books, and similar documents</td>
<td>Permanent. Cut off on completion of shipment.</td>
</tr>
<tr>
<td>/ 1421-16</td>
<td>Packing, boxing, and crating files. Documents relating to assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents</td>
<td>Offices performing Army wide staff responsibility: Permanent. Other offices Destroy when superseded obsolete, or no longer required for reference, whichever is first.</td>
</tr>
<tr>
<td>1421-17</td>
<td>Box and crate work order files. Box and crate shop work orders and supporting papers initiating all work performed by this activity and reflecting the status of work in process, in terms of materials and man hours consumed and work accomplished.</td>
<td>Destroy after 3 months.</td>
</tr>
<tr>
<td>1421-18</td>
<td>Box and crate order and control register files. Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters</td>
<td>Destroy after 1 year.</td>
</tr>
</tbody>
</table>