

**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-AU - 77-51
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

WR Boardman
for S. J. POMRENZE

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>Food program reporting files. (FN 1423-04) Reports used for the purpose of supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports, subsistence supply and service reports, reports of progress accomplished in the food program, post food service supervisor's reports, reports containing data relative to central billing for cross-servicing of meals furnished other personnel of other services.</p> <p>Office performing Army-wide staff responsibility: Consolidated or summary reports - destroy after 5 years. Feeder reports - destroy on extraction of necessary data.</p> <p>Other offices: Destroy after 2 years.</p>		

*Copies sent NNDM, all ARC & agency
Plw 4/8/77*