

**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 <b>DEC 13 1976</b>	JOB NO. <b>NC 1-AU- 77-63</b>
NOTIFICATION TO AGENCY - 4	
<p>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.</p>	
<p><u>5-19-77</u> <u>James S. O'Keefe</u> (Date) <u>acting</u> Archivist of the United States</p>	

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**

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><u>Equipment management survey files. FN 1415-23</u> Documents accumulated as a result of conducting on-site review of equipment use and need for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer print-outs of adjustments and excesses, key punch worksheets, and similar or related documents.</p> <p>Destroy upon completion of next survey.</p>		

*Sent to agency and NCR - NARA - 5/24/77*