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 CONFERENCE
   MR. C. A. Burgess

5. TEL. EXT. 693-1938

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.

   LR. Boardman
   Chief, Records Management Division, TAGCEN

7. ITEM NO.

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

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

<table>
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<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>SAMPLE OR JOB NO.</th>
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<tr>
<td>1</td>
<td>Recreation and Entertainment Case Files, File No. 723-01</td>
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Documents related to planning, approving, and conducting contests, Army shows, entertainment, sports activities, or other recreational events that are santed or sponsored by the Army. Included are plans, letters, promotional material, and similar or related documents.

a. Office performing Army-wide staff responsibility:
   Destroy after 10 years.

b. Other offices: Destroy after 2 years.

* Note: The 2 years retention for "other offices" was approved 27 July 1966, NARS Job No NN-166-204.