

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(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
Lillian B. Faison

5. TEL. EXT.
693-1937

LEAVE BLANK	
JOB NO	NC 1 74 77 82
DATE RECEIVED	04 FEB 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-30-77 Date	<i>James B. Oldaker</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 31 Jan 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Acting Chief, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>SOUND RECORDING FILES (FN 1107-24, AR 340-18-11). Documents relating to the use or recording of radio broadcasts and the transmission or exhibition of them. Included are requests for clearance to record, use, or play recordings; coordinating actions; and documents reflecting actions taken to preclude the use of such recordings for the purposes other than those for which cleared.</p> <p>Disposition: Destroy after 6 years.</p> <p>Request authority to establish disposition instructions as described above for sound recording files. These files document the authority, use, and protection of radio broadcasts. AR 108-2 is the governing regulation which directs the accumulation of these records. Past experience has shown that after six years these files no longer have any value. These recordings are produced by assigned production agencies throughout the Army and are stored in designated audio-visual repositories.</p>		

115-107 sent to agency, NCW, NNB, NNM & NNV - 1/13/78 1 item