## REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

### NERAL SERVICES ADMINISTRATION,
JONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

(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

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 ___ pages 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.
   [X] B Request for disposal after a specified period of time or request for permanent retention.

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<th>ITEM NO.</th>
<th>D. SIGNATURE OF AGENCY REPRESENTATIVE</th>
<th>E. TITLE</th>
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<td>[Signature: R. Bennett]</td>
<td>Acting Chief, Records Management Division</td>
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### 8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

Original and duplicate tapes of radio recordings produced and maintained by Army recording facilities.

Disposition: Original tapes: dispose of in accordance with AR 108-2. *

Duplicate tapes: Destroy when no longer needed.

Request authority to establish disposition instructions as described above for radio recording files. These files are the original and duplicate copies of radio recordings produced by authorized Army production agencies throughout the Army and are stored in designated audio-visual repositories. AR 108-2 is the governing directive which authorizes the production of these recordings and also directs the disposition of original recordings. Applicable portions of AR 108-2 governing disposition of audio-visual products are attached.

*Tapes defined as record audiovisual material are PERMANENT. Tapes defined as nonrecord audiovisual material in AR 108-2 will be destroyed when 2 years old, unless earlier disposal is authorized by the activity commander in possession of material.

Record audiovisual material will be offered to NARS when 10 years old or when no longer active, whichever is later.

Annual accumulation of permanent files is 1/0-100 feet.

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