

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

Vc

LEAVE BLANK	
JOB NO <b>NC 1-761-77-83</b>	
DATE RECEIVED <b>7 FEB 1977</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>12-22-77 James E. O'Neil</i> Date <i>acting</i> Archivist of the United States	

**GENERAL SERVICES ADMINISTRATION,  
NATIONAL 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 <b>Lillian B. Faison</b>	5. TEL. EXT. <b>693-1937</b>
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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 <b>2 Feb 77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>B. Bunnell</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Acting Chief, Records Management Division</b>
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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><b>Radio Recording Files (FN 1107-25, AR 340-18-11). Original and duplicate tapes of radio recordings produced and maintained by Army radio recording facilities.</b></p> <p><b>Disposition: Original tapes: dispose of in accordance with AR 108-2. *</b></p> <p><b>Duplicate tapes: Destroy when no longer needed.</b></p> <p><b>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.</b></p> <p><b>*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 materiel.</b></p> <p><b>Record audiovisual material will be offered to NARS when 10 years old</b></p>		

115-107 or when no longer active, whichever is later.

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*Sent to agency. NCW, NNB, NNV & NNM - 1/3/78 3 items*