

**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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

C. G. Priem

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 15 FEB 1977	JOB NO. WC 1 AU 77 87
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 "with-drawn" in column 10.	
<u>8-10-77 James B Rhoads</u> (Date) Archivist of the United States	

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

9 FEB 77 Date *S. J. Pomrenze* S. J. POMRENZE (Signature of Agency Representative) Chief, Records Management Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Course Publications Files, File No. 1011-03, AR 340-18-10, Micrographics No. 7001-1FB4</p> <p>Documents consist of items related to establishing, revising and discontinuing courses of instructions at the U. S. Army Military Academy. Included are programs of instructions; courses of instruction; lesson plans; social texts or syllabuses; coordinating actions; approvals for establishment, revision, or discontinuance of the course; and similar or related documents.</p> <p>The files are maintained at the U. S. Army Military Academy, West Point, New York. This activity reports to the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army. These are permanent files that are transferred when courses are revised or discontinued.</p> <p>Files will be converted from hard copy to microform in the form of military stand 48 X frame in accordance with 41 CFR 101-11.504. The silver original plus one diazo copy of each microform will be offered to the USMA ARCHIVES BRANCH upon verification that the film meets the requirements of 41 CFR 101-11-105. Use of the microform will be in accordance with CFR 101-11.505.</p> <p>Records cover the period 1962-1971.</p> <p>Current volume 19 cubic feet (increase a cubic feet annually).</p>		

sent to agency, NNM and NNB - 8/14/77

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Filing arrangements. Records are hard copy. The documents include diaries of material that have been prepared for each course. They are filed by subject.</p> <p>Request approval under the provisions of 41 CFR 101-11-503.1 for the destruction of paper or other source documents after the film tests prove the microforms to be adequate substitutes.</p>		