

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

LEAVE BLANK	
JOB NO	NC 1 <i>AG</i> 77 107
DATE RECEIVED	2 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
JUL 6 1977	<i>James B. Oldaker</i> Archivist of the United States
Date	

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

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
	<i>J. B. Oldaker</i> for GUY B. OLDAKER	Acting Chief, Records Management Div.	
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Basis of Issue File (FN 234-04, AR 340-18-2). Documents relating to recommending, planning, developing and approving tentative basis of issue for new major items of equipment and complete basis of issue for standard items of TOE, TDA or CTA equipment entering the supply system. The approved complete basis of issue is eventually reflected in all Tables of Organization &amp; Equipment (TOE), Tables of Distribution &amp; Allowances (TDA), and Common Tables of Allowance (CTA) or other documents authorizing the particular item. Included are recommendations for, comments on, and communications concerning the basis of issue for an item; proposed worldwide basis of issue for an item; approvals; and related documents.</p> <p>Disposition: Office responsible for approving the basis of issue: Permanent - cut off 2 years after approval; retain in CFA 8 years.</p> <p>Other Offices: Destroy after 2 years.</p> <p>Request authority to revise disposition instructions for FN 234-04, Basis of Issue Files. The Office of the Deputy Chief of Staff for Operations and Plans is the approving authority and present volumes of those records are 1 linear foot with an annual accumulation of 1/2</p>		

*sent to agency, all FRC's, NCW NNRB  
7/8/77 JB*

**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>linear feet. Records will be offered to the National Archives after 25 years. Files are arranged chronologically. Experience has shown a need to retain these records in the current files area for a longer period of time.</p>		