

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

LEAVE BLANK	
JOB NO.	NC 1 All 77 110
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
JUN 14 1977	<i>James B. Rhoads</i> Date Archivist of the United States

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 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 24 FEB 1977	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>Aviation Policy Files (FN 1111-19, AR 340-18-11). Documents relating to the preparation, review, approval and issue of plans, programs and directives that provide policy guidance on Army Aviation Matters. Included are coordinating actions, communications related to the establishment of aviation policy and copies of regulations and directives.</p> <p>Disposition: Office responsible for preparation and issue: Permanent Coordinating Offices: Destroy after 2 years.</p> <p>Request authority to establish the disposition standard described above for Aviation Policy Files. These records accumulate in the Office of the Deputy Chief of Staff for Operations and Plans; DCSOPS has responsibility for establishing Army policy in the area of aviation. They are basically policy files and contain the development papers, coordinating actions, approvals, and copies of directives issued promulgating this policy. Present volume is 1/4 linear foot and records accumulate at a rate of 1/2 linear foot annually. Files are arranged chronologically and will be offered to the National Archives after 25 years.</p>		

*Sent to agency, NCW, NNM, NND - 6/16/77*