

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

LEAVE BLANK	
JOB NO	<b>NC 1 44 77 114</b>
DATE RECEIVED	<b>7 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>5-19-77</i> <i>James P. O'Heill</i> Date <i>Acting</i> 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 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 <b>88 FEB 1977</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>L. B. Oldaker</i> <b>L. 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>Operations Security Files (FN 208-03, AR 340-18-2). Documents relating to the establishment of and changes to such matters as operating procedures; production methods; Research, Development, Testing and Evaluation (RDT&amp;E) activities training, and other military activities in both war and peace for the purpose of protecting or concealing information from hostile intelligence collection efforts. Included are studies, coordinating actions, copies of Standing Operating Procedure (SOPs), comparable documents and related papers.</p> <p>Disposition: Office responsible for preparation: Permanent. Cut off when superseded or obsolete.</p> <p>Other Offices: Destroy after 2 years or on discontinuance, whichever is first.</p> <p>Request authority to establish the disposition standard described above for Operations Security Files. These records accumulate in the Office of the Deputy Chief of Staff for Operations and Plans. Present volume is 2 linear feet and the annual accumulation rate is 1/2 linear foot. Records will be cut off when superseded or obsolete, held in the current files area for 2 years, transferred to a</p>		

*115-107*  
*Sent to agency, NCW and NNM-5/29/77*  
*NNB*

**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>Federal Record Center, and offered to the National Archives after 25 years. These files contain documents which establish procedures for safeguarding defense information during war and peace time. They are filed chronologically.</p>		