

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-AU-77 115	
DATE RECEIVED 7 MAR 1977	
NOTIFICATION TO AGENCY <small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
Date 5-19-77	<i>James E. O'Neil</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 8 MAR 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>TOE Development Files (FN 234-03, AR 340-18-2). Documents relating to the initiation, development, review, approval, and printing of Tables of Organization & Equipment (TOE). Included are advance plans, proposed drafts, coordinating actions, recommendations for elimination or reduction of or additions to materiel and MOS requirements, and related correspondence.</p> <p>Disposition: DA staff office responsible for approving TOE: Permanent. Retain in CFA 12 years after approved and retire.</p> <p>Other offices: Destroy after 2 years.</p> <p>Request authority to revise disposition standards for FN 234-03, TOE Development Files. This revision would permit the office having final approval authority to retain the records in the current files area for 12 years. These files are in constant use for many years after they are approved. Under current procedures directed in AR 340-18-1 they are being retired to Federal Records Centers 2 years after cut off. The Office of the Deputy Chief of Staff for Operations and Plans is the final approving authority for TOEs. Current volume is 1 linear foot and records accumulate at a rate of 1/8 linear foot per year.</p>		

115-107
Sent to agency, NCW, NNM-5/26/77
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
	They are arranged chronologically and will be offered to the National Archives after 25 years.		