REQUEST FOR RECORD DISPOSITION AUTHORITY
(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 CONFERENCE
   John Roach

5. TEL. EXT
   693-1938

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 ______ 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
   2 MAR 1977

D. SIGNATURE OF AGENCY REPRESENTATIVE
   Guy E. Oldaker
   Acting Chief, Records Management Division

E. TITLE
   8. DESCRIPTION OF ITEM
      (With Inclusive Dates or Retention Periods)

   Househould Shipment Bill of Lading Files. File Number 1203-18.

   Documents relating to the receipt, packing, crating, shipment, and storage of household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts and related documents.

   Disposition: Destroy after 3 years.

   Note: Records needed in connection with litigation will be retained until settlement.

   Change is made to conform with item 1, Travel and Transportation Funds, General Records Schedule 9.

   The files are located at posts, camps and stations including overseas areas that have transportation responsibility and they ultimately report to Headquarters Department of the Army.

STANDARD FORM 115
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