

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AU 77 124	
DATE RECEIVED 14 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-22-77</i> Date	<i>James B. Rhoads</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

R. S. Christian

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 _____ 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 9 MAR 1977	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> <i>Guy B. Oldaker</i>	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>Procurement Directive Files, 1403-10. Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries of proposals, abstracts of bids, cost analyses reports, similar documents, and related papers.</p> <p>Directives canceled prior to award of contract or purchase order: Destroy after 1 year.</p> <p>Other files: Destroy after 6 years. Do not retire.</p> <p>Creating Organization(s). Files accumulated by offices responsible for procurement operations.</p> <p>Organizational Relationships: Command channels to Secretary of the Army.</p> <p>Reason for Recommending Stated Period: Retention was originally 2 years for canceled provisions. These files are seldom referred to, and virtually no references are made to them after six months.</p>		

115-107

Sent to agency, all FRC's, NCW-4/24/77 to NCD

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>These files normally start with the action copy of the procurement directive and end with the summary of proposals. They include procurement directives, purchase authorizations, production orders, requisitions used as the direct basis for purchase; supplements, amendments and changes thereto; basis of procurement and other breakdown, delivery plans; consolidated bidder's lists, summaries of proposals, abstracts of bids, and related correspondence or other documents related to the foregoing.</p>		