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 CONFER
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 29 MAR 1977

D. SIGNATURE OF AGENCY REPRESENTATIVE
Guy B. Oldaker

E. TITLE Acting Chief, Records Management Division

7. ITEM NO.
Congressional Investigation Files. File Number 411-04.

8. DESCRIPTION OF ITEM
Documents reflecting liaison between the Department of the Army and Congressional committees. Included are papers relating to the selection of witnesses to appear before and the presentation of evidence to such committees, information on the activities of Congressional committees investigating the activities of the department, analyses of committee reports, and coordination of Congressional committee visits to Army establishments, including release of documents thereat. These files are arranged alphabetically and chronologically by year.

Offices responsible for the maintenance of liaison between the Department of the Army and congressional committees:
Cut-off at close of each Congress, hold in CFA 2 years, retire to Federal Records Center and then offer to NARS after 20 years in Records Center.

Offices of Legislative Liaison or individuals designated to coordinate and control congressional correspondence at the Army staff and at headquarters of major and intermediate commands: Cut-off at close of each Congress, retain 4 years in CFA and retire to FRC. These records will be offered to the National Archives after 20 years in a Records Center. (See wording in NARS job NCI-330-76-1).

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

Sent to agency, all FRCs - 6/1/77