

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

LEAVE BLANK	
JOB NO  <b>NC1 A4 77 137</b>	
DATE RECEIVED <b>27 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

JOHN ROACH

5. TEL. EXT.

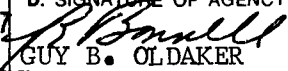
693-1938

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 <b>5 APR 1977</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE  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>Program and budget guidance files, FN 210-03. (MICRODIS 5086)</p> <p>The documents relate to the development, review, approval and issue of program and budget guidance by all echelons of the Army. Included are program objectives; summary budgets; and directives requiring DA staff preparation, revision, or updating of program and budget guidance to operating agencies; operating agency and lower echelon program and budget guidance to subordinates; coordinating actions; operating schedules; and related papers.</p> <p>Disposition. Permanent. Offer to the National Archives after 20 years.</p> <p>Destroy paper copy when microfiche has been approved as archival substitute. These records are maintained in the Office Comptroller of the Army. They are arranged and indexed by title of report, document number and date. Currently, there is a backlog of 1½ linear feet with an annual accumulation of 1 foot which will be converted to 24x microfiche IAW 41 CFR 101-11.504. The film will be tested and certified that it meets the requirements of 41 CFR 101-11.504 so that archival quality microfiche can be offered to the National Archives. An appropriate index will accompany the retired microfilm. Use of the microfiche will be IAW CFR 101-11.505.</p>		