

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AU 77 138	
DATE RECEIVED 27 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-30-77 Date	<i>James B. Oldaker</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'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 1 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 25 APR 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>Operating Program Progress Reporting Files. FN 211-03 (MICRODLS 5086)</p> <p>Documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commander's narratives, summaries, and similar or related documents.</p> <p>Disposition. Permanent. Offer to the National Archives after 20 years, which will consist of a silver and a reference copy.</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 13 linear feet with an annual accumulation of 7 feet which will be converted to 24X microfiche IAW-41 CFR 101-11.504. The film 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> <p>This request is similar to NARS job number NC-AU-75-19.</p>		2 items

115-107

Sent to agency, NNM-NCW-NNB

8/31/77