

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

LEAVE BLANK	
JOB NO <b>NC1 AU 77 140</b>	
DATE RECEIVED <b>06 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>7-22-77</b> 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 CENTER**

3. MINOR SUBDIVISION  
**RECORDS MANAGEMENT DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER  
**ETHEL K. LITTLE**

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 <b>2 MAY 20 APR 77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Acting Chief, Records Management Division</b>
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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>General Ledger Files. File Number <u>302-02</u>, AR <u>310-18-3</u>, Microfilm Number 4003-CA.4.</p> <p>This request relates to records that are maintained by the Management Information Systems Office, US Army Field Artillery Center and Fort Sill, Fort Sill, OK. Documents consist of an annual volume of 7,000 pages of computer generated reports stored on magnetic tape, used to generate 76 microfiche annually. Records are status of reimbursement and general ledger files requiring 10 years retention. No paper documents are created from the magnetic tapes. Magnetic tapes will be reused upon verification that the silver film meets the requirements of 41 CFR 101-11.504.3.</p> <p>Will be converted to microform IAW 41 CFR 101-11.507(c)(1).</p> <p>Use of microforms will be IAW 41 CFR 101-11-505.</p> <p>Request authority for destruction of non-permanent records IAW CFR 101-11.507(b).</p>		

115-107  
*Sent to agency, all FRC's, NCW-7/24/77*