

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(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
Office of The Adjutant General

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL. EXT.
693-1939

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 7 JUN 1977	JOB NO. NC1 AU 77 144
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-30-79 James E. O'Neil (Date) <i>acting</i> Archivist of the United States	

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

3 Jun 77
Date

R. Bonnell
GUY OLDAKER
(Signature of Agency Representative)

Acting Chief, Records Management Div.
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>1</u>	Basic Topographic Data Files. (FN 1513-01, AR 340-18-15) MICRODIS 3061) Benchmarks; horizontal and vertical control data; traverse computations, triangulations, and topographic surveys; geodetic, hydrographic, and cadastral data; solar and stellar observation computations; aerial photographs, tracings; maps and drawings; and field survey books in connection therewith; and related documents. Records accumulate at US Army Corps of Engineers field offices and are permanent at that level. Presently only the three field activities listed below are filming under the MICRODIS; however, there is a potential for expansion to 33 additional locations. As other activities are authorized by The Adjutant General to participate in this MICRODIS, NARS will be advised annually and the required volume figures submitted. Files arrangement for military projects is alphabetically by State and numerically thereunder. Civil projects are arranged numerically. The microform is 35 mm roll film. The film is tested for archival quality IAW CFR 101-11.504. Use of the microform copies is IAW CFR 101-11.505. <i>Film will be inspected IAW CFR 101-11.506-2B</i>		
<u>A</u>	Disposition of film: Retire silver original or silver duplicate and one diazo copy to a Federal Archives and Records Center after filming. Film will be offered to the National Archives after 25 years.		<i>Disposition not approved.</i>
<u>B</u>	Disposition of the paper records: Destroy after film proves to be an acceptable substitute.		
	Request approval for Army-wide application of this MICRODIS and destruction of paper records after filming.		<i>2 items</i>

sent to NWT, NNM Agency & All FRC's

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
M
95-77

LIST OF ACTIVITIES PRESENTLY FILMING BASIC TOPOGRAPHIC DATA FILES

Name of Activity	Vol of Files (LF)	Annual Accumulation (LF)
Louisville District	11	1.5
Mobile District	14	1
Vicksburg District	10	1.5

There is no restriction on access to the records.

Date coverage: 1933 to date and continuing.

Note: NARS Job Number NN 162-78, dated 12 July 1962, authorized the Vicksburg District to destroy paper documents of subject files after filming.