

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

LEAVE BLANK	
JOB NO <b>NC1 Ad 77 148</b>	
DATE RECEIVED <b>13 JUN 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>12-12-77</b> Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT) <u>Department of the Army</u>	
2. MAJOR SUBDIVISION <u>The Adjutant General Center</u>	
3. MINOR SUBDIVISION <u>Records Management Division</u>	
4. NAME OF PERSON WITH WHOM TO CONFER <u>John Roach</u>	5. TEL. EXT. <u>693-1937</u>

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 <b>8 JUN 77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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><u>Master and special menu files.</u> (FN 1423-05) Documents relating to the development, review, and approval of master and special menus. Included are documents reflecting cost, dietary, and issue analyses; ration factor list; menu notes; and copies of the published menus.</p> <p>Offices responsible for preparation and issue: Record copies of the published menus - Permanent. Retire when no longer needed for current operations. Other files - Destroy 6 years after publication of the menu.</p> <p>Other offices: Destroy after 2 years, or on supersession or obsolescence, as applicable.</p> <p>Number of linear feet accumulated to date <u>3</u></p> <p>Number of linear feet accumulated in one year <u>.5</u></p> <p>Records to be offered to the National Archives after 25 years.</p> <p>The file arrangement is by <u>calendar year.</u></p>		

*115-107 sent to agency, NCW, NNM, NXB-12/13/77 3 items*