

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 44 77 150	
DATE RECEIVED 16 JUN 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
8-2-77 Date	James B. Oldaker 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. Littles *bill 7/9/77*

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 01 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 Jun 77	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Acting Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Branch Office Ledger Files (FN 307-03), AR 340-18-3 (MICRODIS Number 4003-OVC4) Genera and subsidiary ledgers which contain data posted from the journal accounts and related documents. Cut off sheets that are closed or filled at the end of the fiscal year.</p> <p>Records accumulate at Management Information Systems Office, III Corps and Fort Hood, Ft Hood, TX. This activity reports to US Army Materiel Development and Readiness Command (DARCOM). Documents consist of an annual volume of 25,908 pages of computer generated reports stored on magnetic tape, used to generate 272 microfiche annually. These files require 10 year retention period. No paper documents are created from the magnetic tapes.</p> <p>Disposition:</p> <p>Magnetic Tapes will be reused upon verification that the silver film meets the requirements of 41 CFR 101-11.504-3.</p> <p>Microfiche - Destroy after 10 years. Do not retire</p> <p>Request approval for destruction on non-permanent records in accordance with provisions of 41 CFR 101-11.507(b)</p>		

Sent to agency, all FRCS, NCW-8/5/77