

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

11/22/77

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

LEAVE BLANK	
JOB	NCI <i>AU</i> 77 156
DATE RECEIVED	22 JUL 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	10-31-77 <i>James B. Rhoads</i> Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
18 JUL 1977	<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>Program and budget guidance files. FN 210-03. (MICRODIS 5054).</p> <p>These records are now designated as permanent for Offices of the DA Staff responsible for preparation, approval, and issue.</p> <p>The Deputy Chief of Staff for Personnel, Directorate of Plans, Programs, and Budget (DAPE-PBB) accumulates these files at the annual rate of 7½ feet. Records will be converted to 24x microfiche IAW 41 CFR 101-11.504.</p> <p>Disposition:</p> <p>(a) Paper originals--Destroy upon determination that microfiche meets the requirements of 41 CFR 101-11.504.</p> <p>(b) Microfiche--Permanent. Offer to the National Archives when 20 years old. <i>offer will include the silver original and one copy.</i></p> <p>Silver original microfilm will be stored in facilities meeting the standards of 41 CFR 101-11.506. The first inspection of microfilm required in 41 CFR 101-11.506-8 will be conducted on March 17, 1978.</p>		

*sent to agency and NNM - 11/1/77
2 items
d NNB 9M mmm*