

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 A4 77 167
DATE RECEIVED	8 SEP 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-13-77 Date	<i>James B. Phelan</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's Office

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach (MICRODIS 3013)

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 2 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 1 Sep 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE 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
1.	<p>File No. 1204-20</p> <p>Description Commerical vessel pier files. Documents relating to the loading and unloading of commercially operated vessels. Included are loading and unloading reports, lift reports, and comparable documents.</p> <p>Disposition Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed prior to settlement of the claim or completion of the investigation or litigation.</p> <p>This request only relates to records that are maintained by the Military Traffic Management Command (MTMC), Eastern Area, HQ, Bayonne, N.J. The records consist of Government Vessel Pier Files.</p> <p>The records cover the time frame 1970 to present while the total volume is 505 linear feet and has an annual accumulation rate of 115 linear feet.</p> <p>Request authority for destruction of non-permanent records IAW CFR 101-11-507 after filming.</p>		

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These records will be filmed IAW requirements of 41 CFR 101-11.504.3.

Disposition:

(a) Paper originals--Temporary--Destroy when it has been verified that film meets the requirements set forth in CFR 101-11.504.3

(b) Microfilm copies--Temporary--Destroy after 6 years, except that files relating to an unsettled claim, incomplete investigation, or pending litigation will not be destroyed prior to settlement of the claim or completion of the investigation or litigation.