

77 D 716

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 A U 77 171	
DATE RECEIVED 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-28-78 Date	<i>James B. Oldaker</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 CENTER

3. MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

R. E. Bonnell

5. TEL. EXT

693-1939

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 Sep 77	<i>JOB Boardman</i> GUY B. OLDAKER	Chief, Records Management Division

ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>Heraldic Item Files.</u> (FN 610-01) (AR 340-18-6) Documents reflecting the development, research, design, and approval or disapproval of symbolic items worn or displayed by individuals, organizations, or equipment, including insignia, medals, badges, ribbons, coats of arms, flags, guidons, pennants, streamers, aircraft markings, official seals, and other heraldic services. Included are illustrations, design, paintings, photographs, technical data, specifications, correspondence, orders, and similar or related documents. Excluded are documents filed in unit, organization, or installation history files.</p> <p>The permanent files accumulate in The Institute of Heraldry, a subordinate activity of The US Army Adjutant General Center. Army Regulation 700-14 (Copy attached) establishes responsibility. Permanent retention is requested because these files are considered to have historical value. Current volume of in excess of 500 cubic feet dates back to the 18th century. Current discussions with the National Archives envisages that filmed copies will be offered to NA and the paper records retained at The Institute of Heraldry.</p>		

115-107

sent to agency, ~~see~~ review & RMB - 3/2/78

2 items

Disposition:

(a) Records accumulated by offices performing Army-wide staff responsibility: PERMANENT--Offer to the National Archives when no longer required for on-site reference by The Institute of Heraldry.

(b) Records accumulated by other offices: TEMPORARY--Destroy after 2 years.