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REQUEST FOR RECORDS DISPOSAL AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 All 77 173
DATE RECEIVED	21 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
9-22-77 Date	<i>James B. Rhoads</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 <i>Lillian B. Faison</i>	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 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 15 SEP 1977	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
	<p>Postal Directory Files, FN 1108-16. Cards used in maintaining a locator system to facilitate the delivery of mail to individuals. Included are locator cards and locator file inspection records. MICRODIS Number 6093-OGV4.</p> <p>Request authority for the destruction of nonpermanent postal directory files which are maintained by the Military District of Washington, Washington, DC 20319.</p> <p>These records consist of 9,000 postal locator cards which must be retained for a period of one year after the departure of permanent party personnel and six months after the departure of other personnel. Estimated annual accession rate is approximately 5,000 cards.</p> <p>Records will be converted to microform IAW 41 CFR 101-11.507(c)(2); and the use of microform will be IAW 41 CFR 101-11.505.</p>		

115-107  
*Sent to agency - 9/23/77*

*2 items*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>DISPOSITION:</u></p> <p>(a) Paper originals: TEMPORARY. Destroy upon verification that film meets agency standards, in accord with 41 CFR 101-11.507(c)(2).</p> <p>(b) Microfilm copies: TEMPORARY. Destroy in accord with disposition standard for paper records provided by FN 1108-16 as currently written.</p>		