

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

c/s 12/19/77

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

Lillian B. Faison

5. TEL. EXT.

693-1937

|  |  |
|--|--|
| LEAVE BLANK  |  |
| JOB NO   | <b>NC1 A4 78 9</b>                                   |
| DATE RECEIVED  | <b>19 DEC 1977</b>                                   |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |  |
| <i>1-11-78</i><br>Date   | <i>[Signature]</i><br>Archivist of the United States |

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<br><i>15 Dec</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>[Signature]</i> | E. TITLE<br>Chief, Records Management Div |
|                          | GUY B. OLDAKER  |   |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
|             | <p><u>Statistical Material Clearance Files (FN 222-01, AR 340-18-2).</u> Documents created in reviewing and issuing clearances for the release of specific statistical data. Included are copies of requests for statistical clearances, clearance actions, and related papers.</p> <p>Disposition: Destroy after 5 years. <u>Statistical Material Automatic Clearance Files (FN 222-02, AR 340-18-2)</u> Documents relating to the issue of automatic clearances for release of statistical data outside the Department of the Army. Included are requests for automatic clearances, correspondence containing the clearances, and related papers.</p> <p>Disposition: Destroy 6 months after termination of the clearance.</p> <p><u>Request authority to revise disposition instructions for FN 222-01 and FN 222-02 to permit the approving office to retain these records for a period of 15 years.</u> The Statistical Clearance and Policy Group, TAGCEN is responsible for clearing all statistical material prepared for release outside the Department of the Army, prepared or assembled by HQDA agencies. Much of the statistical data concerning Army Programs based on systems developments</p> |                      |                  |

*Sent to agency - NCW - 1/13/78*

*2 items*

which span 9 to 15 years. Many are reports that are continuations of reports initiated several years ago. There are approximately 13 requests per month from Congress, Secretary of Defense and Army elements for historical data that exist only as clearance actions maintained by the approving office. These records accumulate at a rate of 30 linear feet per year and will be retained in the current files area. The destruction of these records in accordance with current disposition instructions will severely hamper the capability of the approving office to service request received from Congress, OSD, and the Army staff.

NOTE: As noted above, these records will not be retired, but will, instead, be retained in a current files area. Army will re-evaluate the need for a lengthy retention of these files within 10-15 years.

30  
12  
---  
150  
30  
---  
450