

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE: BLANK	
JOB NO	NO1 <i>Ad</i> 78 12
DATE RECEIVED	24 JAN 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	2-27-78 <i>James B. Oldaker</i> Archivist of the United States

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

1 FROM AGENCY OR ESTABLISHMENT  
HEADQUARTERS 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  
Mr. C. A. BURGESS

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 18 Apr 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James B. Oldaker</i>	E. TITLE CHIEF, RECORDS MANAGEMENT DIVISION, TAGCEN
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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>Recruiting Publicity Campaign Files, File No 704-01, AR 340-18-7.</p> <p>Documents related to determining types of publicity media to be used and in developing publicity or promotion campaigns, including liaison with local committees, to stimulate volunteer entry or reentry into military service. Included are letters, minutes of meetings, and similar or related documents. Excluded are posters.</p> <p>Disposition:</p> <p>a. Offices performing Army-wide staff responsibility: <b>PERMANENT.</b> <i>offer NARS when destroyed after 20 years. old.</i></p> <p>b. *Other offices: Destroy after 2 years.</p> <p>* 2 year disposition approved per NARS Job No NN 166-204, 8 Jul 1966.</p> <p>NOTE: Headquarters United States Army Recruiting Command, Fort Sheridan, IL has Army-wide staff responsibility for above file series.</p> <p><i>Annual accumulation of 1(a) -- ca. 1 foot</i></p>		

115-107

*Pendink changes made with approval of Clay Burgess 2-22-78 gm*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

*2 items*

*3/1/78*

*1/24/78*