

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NOI <i>Acc</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	<i>2-27-78</i> <i>J. Mitchell</i> Archivist of the United States

TO GENERAL 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
18 Apr 78	<i>Clay Burgess</i>	CHIEF, RECORDS MANAGEMENT DIVISION, TAGCEN
	CLAY B. OLDAKER	

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: PERMANENT. <i>offer NARS when removed 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

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

STANDARD FORM 115
Revised April, 1975
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2 items

3/1/78