

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

LEAVE BLANK	
JOB NO.	NC1 44 78 15
DATE RECEIVED	30 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	5/2/78 <i>James E. O'Neil</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  
OFFICE OF THE ADJUTANT GENERAL

3. MINOR SUBDIVISION  
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
R. 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 8 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
23 Jan 78	<i>Guy B. Oldaker</i>	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<u>Maintenance and Disposition of Legal and Information Functional Files, AR 340-18-4.</u> Files descriptions and dispositions contained in the attached 7 pages related to information documentation accumulated in and administered by the Department of the Army.		
2.	Request approval of permanent retention.		

15 items

*Sent to agency, all FRC's & NCR - 5/11/78*  
NND

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>412-03 Public appearance schedule reporting files. Documents reflecting scheduled speeches and participation by Army staff general officers and senior civilians in activities such as panel type programs sponsored by civilian organizations or for civilian audiences, press conferences or briefings, and radio and TV programs.</p> <p>(a) Offices performing Army-wide staff responsibility and requiring the report: <del>Permanent</del> <i>Disposition not authorized</i></p> <p>(b) Reporting offices of the Army Staff: <del>Destroy</del> after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Chief of Public Affairs, Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>6 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1½ lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probably historical or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5, AR 360-80, AR 360-81</p>
<p>8. RECORDS, WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<sup>4</sup> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>112-01 Public information reporting files. Documents reporting data on public information activities. Included are narrative reports on public information and community relations activities, statistical reports on information releases and radio programs, summary reports, and papers relating to the reports.</p> <p>(a) Offices performing Army-wide staff responsibility: <del>Permanent</del> <b>Disposition not authorized</b></p> <p>(b) Reporting offices of the Army staff and headquarters of major and intermediate commands: Destroy after 5 years.</p> <p>(c) Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Chief of Public Affairs, Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>4 ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by subject matter and chronologically thereunder</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical, legal, or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5, AR 360-81</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National Archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>412-05 News media and release files. Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases; speeches; radio, television, and motion picture scripts; and coordinating documents accumulated in obtaining clearances for the releases.</p> <p>(a) Office performing Army-wide staff responsibility: <del>Permanent</del>. <i>Disposition not authorized</i></p> <p>(b) Offices of information or technical liaison officers of the Army staff and headquarters of major and intermediate commands: Destroy after 6 years.</p> <p>(c) Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Secretary of the Army Chief of Public Affairs</p>
<p>3. CURRENT VOLUME.</p>	<p>46 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5, AR 360-81</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>412-09 Army-authored information clearance files. Documents relating to the review and clearance for publication of magazine and book manuscripts on military subjects (fact or fiction) which are authored by Army military and civilian personnel. Included are copies of the manuscripts, coordinating actions on the manuscripts, and related papers.</p> <p>(a) Office performing Army-wide staff responsibility: <del>Permanent</del> <i>Disposition not authorized</i></p> <p>(b) Coordinating offices of the Army Staff: Destroy after 6 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Chief of Public Affairs, Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>40 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>3 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical or other archival values</p>
<p>REASON RECORDS 7. ACCUMULATE (ARs, etc)</p>	<p>AR 360-5, AR 360-81</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National Archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>413-01 Command information general files. Documents relating to the general administration of the command information program, such as documents relating to reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, and documents concerned with informing troops of news events, policies, and official actions, but exclusive of specific files described in this section.</p> <p>(a) Offices performing Army-wide staff responsibility: <del>Permanent</del> <i>Disposition not authorized</i>                  (b) Offices of headquarters of major and intermediate commands: Destroy after 5 years.                  (c) Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Chief of Public Affairs, Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>12 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>4 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable historical and other archival values</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5, AR 360-81</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p><del>The permanent files described above will be offered to the National archives 20 years after creation.</del></p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>413-05 Newspaper files. Record sets of Army news periodicals, daily news summaries, news bulletins, and similar news materials.</p> <p>(a) Offices of headquarters of divisions and higher headquarters: Permanent: (b) Offices of lower echelons: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Chief of Public Affairs, Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>14 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>/ ■ lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono by issuance</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records believed to have historical value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	
<p>8. RECORDS, WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	