

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse) 519

LEAVE BLANK	
JOB NO	NC1 AU 78 18
DATE RECEIVED	1 FEB 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	5-13-80 <i>James E. O'Heale</i> Acting 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's Center

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James D. McGill

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 3 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 25 Jan 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	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
	File descriptions and dispositions are contained in the attached <u>2</u> pages and relate to the operation of committees and the application of controls over their establishment, use and dissolution. _____		

Copy to agency NUB, NNM

5 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p>221-01 Committee management files. Documents used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. Included are proposals, approvals, and disapprovals to establish, continue, or dissolve committees; charters, terms or references, and agreements; copies of directives authorizing the establishment of committees and comments on them; committee inventory data; documents used to nominate, approve, appoint, and release Government members of public advisory committees; and related papers.</p> <p><i>a. Office of DA committee management officer: Permanent. Cut off on disapproval or dissolution of the committee.</i></p> <p><i>b. Offices of agency and command committee management officers: Destroy 1 year after disapproval or dissolution of the committee.*</i></p> <p><i>c. Reviewing and commenting offices: Destroy after 2 years or on discontinuance, whichever is first.*</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA, Office of Chief of Staff, Management Directorate.</p>
<p>3. CURRENT VOLUME.</p>	<p>1 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>6/12 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological by staff agency.</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative, legal or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-1</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. <i>in 5 year blocks when 20-25 years old.</i></p>
<p>9. ADDITIONAL REMARKS.</p>	<p><i>* These records were previously approved for disposal.</i></p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p>	<p>221-02 Advisory committee activity reporting files. Documents reflecting name, data established or approved for continuation, function, names and affiliations of members, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, Army wide consolidations or summaries, and papers directly related to them.</p> <p>a. <u>Office requiring the report: Army wide summaries or consolidations: Permanent. Feeder reports: Destroy after 2 years.</u></p> <p>b. <u>Other offices: Destroy after 2 years or on discontinuance, whichever is first.</u></p> <p><i>* These records were previously approved for disposal.</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA, Office of Chief of Staff, DA Committee Management Office.</p>
<p>3. CURRENT VOLUME.</p>	<p>20 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>3 lin ft.</p> <p><i>Withdrawn</i></p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative, legal, fiscal or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-1 and the Federal Advisory Committee Act.</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>	