

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

LEAVE BLANK	
JOB NO.	NC1 <i>AC</i> 78 35
DATE RECEIVED	8 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>4-26-78</i> Date	<i>Guy B. Oldaker</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

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>1 Feb 78</i>	<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
	<p>Files descriptions and dispositions are contained in the attached <u>1</u> pages and relate to preparation, review, approval and issuance of organizational and doctrinal media.</p> <p>Request approval of permanent retention.</p> <p><i>FN 234-09</i></p>		<i>3 items</i>

*Send copies to agency, NNB, NNM, and NCW. 4/28/78  
Also send a copy to NPRC (MPR). - 5/2/78*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<sup>2</sup> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>234-09 TOE manpower authorization criteria files. Documents relating to developing, refining, recommending, and approving of TOE manpower authorization criteria (MACRIT). The approved MACRIT provides factors and formulas for computing the numbers of direct workers required to effectively perform a specified TOE work activity.</p> <p>a Office responsible for approving the MACRIT: Permanent. Cut off after 3 years or when cyclic revision is approved.</p> <p>b * Office responsible for developing MACRIT: Destroy after 3 years or when cyclic revision is approved.</p> <p>c Other offices: Destroy after publication in AR 570-2.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA, Deputy Chief of Staff for Personnel, Utilization Branch, Authorizations Div.</p>
<p>3. CURRENT VOLUME.</p>	<p>1 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By subject</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative, personnel or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 570-2</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>	