

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NC1 <i>AC</i> 78 36	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
7-10-78 Date	<i>James E. O'Heill</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 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 <i>Feb 78</i>	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
	<p>File description and disposition are contained in the attached 2 ² pages and relate to the continuous review and analysis of progress in the execution of approved programs and budgets.</p> <p>Request approval of permanent retention.</p> <p>FN 211601 211-02</p>		<i>3 items</i>

MS 7-12-78
All FRO's, Agency NAB, NAM, 3 items

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 style="text-align: center;"><i>File No.</i> 211-01</p> <p style="text-align: center;"><i>Description</i> Program briefing files. Documents related to periodic presentations of proposed programs, approved programs, forecasts, trends, and results of the execution of programs. Included are presentation materials, such as charts, vugraphs, and other aids; memorandum of actions directed; record of questions and answers; and similar or related documents.</p> <p style="text-align: center;"><i>Disposition</i> a Permanent. Cut off on development of a new program.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Army-wide, at each level of command charged with responsibility for a program</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>Alphabetically by program and thereunder chronologically.</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 1-1 Chief of Staff Regulation 11-1</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.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>211-02 Conference files. Documents accumulated by secretaries and participants in such conferences as the Senior Army Commanders Conference and the General ^{Staff} Council Meeting. These documents relate to discussions, new policies, important events, and significant trends in the Army. Included are plans for the conference, transcripts of presentations and discussions, conference agenda, list of participants, and other documents relating to the conference.</p> <p>a. Official secretariat files: Permanent. Cut off when no longer needed for current operations.</p> <p>b. Participants files: Destroy when superseded, obsolete, or no longer needed for reference.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Headquarters, Department of the Army offices</p>
<p>3. CURRENT VOLUME.</p>	<p>20 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetically by conference and thereunder chronologically by meeting.</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>Chief of Staff Regulation 15-7</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>	