

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

|  |   |
|--|---|
| LEAVE BLANK  |   |
| JOB NO.  | NC1 AU 78 37  |
| DATE RECEIVED  | 3 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. |   |
| 5-19-78<br>Date  | <i>James B. Oldaker</i><br>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    | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE                           |
| 1 FEB 1978 | <i>Guy B. Oldaker</i>                 | Chief, Records Management Division |
|            | GUY B. OLDAKER                        |                                    |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
|             | <p>File descriptions and dispositions are contained in the attached <u>2</u> pages and relate to the development of time-phased schedules for obtaining the forces, facilities, and materiel required to meet the broad objectives established by the HQDA plans.</p> <p>Request approval of permanent retention.</p> <p><i>FN 210-01 &amp; 210-02</i></p> |                      |                  |

*4 items*

*sent to agency, NNM, NNB, NCW,  
 all ERC's - 5/25/78*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

|  |   |
|--|---|
| <p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p align="center"><i>File No.</i></p> <p><b>210-01</b></p> <p align="center"><i>Description</i></p> <p><b>DA program development files.</b> Documents relating to the preparation, coordination, approval, and issue of the DA Five-Year Defense Program or comparable DA program document that translates the objectives established by the DA plans into time-phased schedules of accomplishment. These program documents are approved by the Secretary of the Army and the Secretary of Defense and thereafter serve as the basis for development, by the DA Staff, of the more detailed program and budget guidance to operating agencies. Included are summary and descriptive data sheets, program change request, subject issues, manpower memorandums, minutes of meetings of review committees, coordinating actions, approvals, summary tables, force lists, shopping lists for materiel items, and related papers.</p> <p align="center"><i>Disposition</i></p> <p><b>a</b> Offices responsible for preparation:<br/>Permanent. Cut off at end of the current fiscal year.</p> <p><b>b</b> Other offices: Destroy after 3 years.</p> |
| <p>2. ORGANIZATIONAL LOCATION.</p>   | <p>Headquarters, Department of the Army staff offices</p>   |
| <p>3. CURRENT VOLUME.</p>  | <p>58 lin ft.</p>   |
| <p>4. ANTICIPATED ANNUAL INCREASE.</p>   | <p>8 lin ft.</p>  |
| <p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>  | <p>Chronological</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; CSR's 10-10, 11-1, 15-17, 15-22</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>  |   |

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|   |  |
|---|--|
| <p>1. AR 340-18- <u>2</u><br/>FILE NUMBER,<br/>DESCRIPTION,<br/>AND<br/>DISPOSITION</p> | <p><b>210-02</b> DA program document files. Record and reference copies of the published DA Five-Year Force Structure and Financial Program or comparable DA program document, including page changes and revisions thereto.<br/><i>Note.</i> The Office of the Chief of Staff is responsible for maintenance and retirement of record copies.</p> <p><b>a</b> Record copies: Permanent. Cut off at and end of the current fiscal year.<br/><b>b</b> Other copies: Destroy when superseded, obsolete, or no longer needed for reference.</p> |
| <p>2. ORGANIZATIONAL<br/>LOCATION.</p>  | <p>Office, Chief of Staff Army</p>   |
| <p>3. CURRENT VOLUME.</p>   | <p>36 lin ft.</p>  |
| <p>4. ANTICIPATED<br/>ANNUAL INCREASE.</p>  | <p>4 lin ft.</p>   |
| <p>5. ARRANGEMENT (ALPHA,<br/>NUMERIC, CHRONO).</p>                                     | <p>Chronological</p>   |
| <p>6. JUSTIFICATION FOR<br/>PERMANENT RECORDS.</p>                                      | <p>Contains records of probable historic, administrative, legal, fiscal or other of archival value.</p>  |
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