

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

LEAVE BLANK	
JOB NO	NC1 <i>Ad</i> 78 42
DATE RECEIVED	6 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>4-13-78</i> Date <i>acting</i> <i>James E. O'Neill</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 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>1 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
	Files descriptions and dispositions described in the attached 2 pages pertain to the Army's responsibilities for controlling and administering National and Post cemeteries under its jurisdiction.  Request approval of permanent retention. <i>FN 1525-05 and 1525-08.</i>		<i>4 items</i>

115-107  
*Sent to agency NNM, NCW - 4/19/78*  
*NNB - 4/20/78 gm*

**STANDARD FORM 115**  
 Revised April, 1975  
 Prescribed by General Services Administration  
 FPMR (41 CFR) 101-11.4

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>15</u>          FILE NUMBER,          DESCRIPTION,          AND          DISPOSITION</p>	<p>1525-05 / Periodic reporting files. Installation monthly, quarterly, or other periodic reports such as national cemetery report-- Part A monthly summary of interments and gravesites; national cemetery report-- Part B quarterly; and similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, personnel and related subjects.</p> <p>(a) <del>Office performing Army-wide staff responsibility:</del> <i>Disposition not authorized at this time</i></p> <p>(b) Field offices: Destroy after 5 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of The Adjutant General</p>
<p>3. CURRENT VOLUME.</p>	<p>2 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1/2 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 value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 638 series</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>	<p>Material of this nature has previously been accessioned into the National Archives</p>

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>15</u></p> <p>FILE NUMBER,</p> <p>DESCRIPTION,</p> <p>AND</p> <p>DISPOSITION</p>	<p>1525-08 Cemetery historical files. All data of a historical nature accumulated by field installation pertaining to the establishment and development of burial installations, such as land metes and bounds, deeds and related correspondence, and newspaper and magazine articles pertaining to the installation.</p> <p>(a) Oversea installations: Permanent. Transfer to oversea <u>COMMAND RECORDS HOLDING AREA ON DISCONTINUANCE.</u></p> <p>(b) CONUS installations: Permanent. Forward to the office performing Army-wide staff responsibility on discontinuance.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p><del>Memorial Affairs Division, Office of The Adjutant General, and 101st Signal Battalion Army gide</del></p> <p><i>Arlington Cemetery &amp; US Soldiers Home</i></p>
<p>3. CURRENT VOLUME.</p>	<p>40 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>ca. <u>1</u> lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p><del>Chrono</del> <i>Arranged by subject and chronologically</i></p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable legal, historical, and other archival values.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 290-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <u>30</u> years after <del>discontinuation</del> records are created.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>Material of this nature has previously been accessioned into the National Archives</p> <p><i>Pending changes made pursuant to conversation with Bob Bonnell.</i></p>

*JM 4/12/78*