

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 All 78 47	
DATE RECEIVED 7 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-27-78 <i>James E. O'Neil</i> Date 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 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
2 Feb 78	<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>File description and disposition are contained in the attached <u>1</u> page and relate to the application of management practices and supervisory controls to the initiation and preparation of publications.</p> <p>Request approval of permanent retention.</p> <p>FN 226-04</p>		3 items

Send copy to agency & ANM. : 1-2-79: KID

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>226-04 Training and equipment publication scheduling files. Documents relating to the preparation and approval of programs or schedules for the preparation of new or changes to existing training publications (e.g. field manuals, Army training programs, subject schedules), and equipment publications (e.g. equipment technical manuals, technical bulletins, and lubrication orders). Included are applications for approval of training literature and equipment publication projects, recommendations, consolidated programs, approvals, and related papers.</p> <p>a Offices responsible for final approval: Permanent Disposition not approved. b Offices of headquarters of major and intermediate commands: Destroy after 5 years, c Other offices: Destroy after 3 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Training publication scheduling files: HQDA, Deputy Chief of Staff Operations and Plans. Equipment publication scheduling files: HQDA, Deputy Chief of Staff Logistics.</p>
<p>3. CURRENT VOLUME.</p>	<p>10 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>5 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By publication and change number</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains documents of probable historical, administrative, or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 310-3, Change 10.</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>	