

26 338

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC 1 AU 78 60
DATE RECEIVED	21 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
2-23-78 Date	<i>[Signature]</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 1 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 17 FEB 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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
i.	<p><u>Army Band Utilization Files</u> (AR 340-18-7, FN 724-01) Documents relating to the participation of Army Bands or bandsmen in various events and at various places. Included are requests for participation; programs and schedules; documents pertaining to the cost of transportation, quarters, and per diem; and similar or related documents.</p> <p>a. The United States Army Band: Destroy after 5 years in CFA</p> <p>b. Other offices: Destroy after 2 years.</p>	NN-170-13	

115707
[Handwritten note] Sent to agency - 2/24/78

2 items

Background: The United States Army Band (TUSAEB), known as "Pershing's Own" occupies a unique position among Army bands because of its role in hundreds of state arrivals and departures annually. Protocol considerations and requirements for specific details require accurate and complete information which can only be found in these utilization files. The impact of performing a State Arrival or Departure with flaws would not be in the best interest of the United States.

The United States Army Band Utilization Files provide immediate access to information requested by Ceremonies and Special Events, Military District of Washington, Department of the Army, Department of Defense, State Department and the White House on a weekly basis.