

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 A4 78 64	
DATE RECEIVED 23 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-29-80 Date <i>Acting</i> James E. O'Neil 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 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 21 Feb 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	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
	The files description and disposition on the attached page relate to Committee Files accumulated in the Department of the Army. Request approval of permanent retention. <i>Common Mission Files - Committee Files</i> <i>Changes made per conversation with Phil Burnam 5/23/80 JN</i>	<i>see Item 9 of the attached Background Information Form.</i>	<i>3 items</i>

Copy to all FRC agency
closed - 6-3-80 JN

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>SERIES</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p>Committee files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the Department of the Army participates; as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p> <p>a. Office of committee chairman or secretariat, whichever is designated office of record & office of members of international committees in which a foreign government is office of records: 1. Elements of HQ, DA, MACOMS, and Major Sub-Commands: PERMANENT. 2. Other Offices: Disposition not approved.</p> <p>b. Offices of other committee members: Destroy when no longer needed for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Offices of committee chairmen or secretariats Army-wide</p>
<p>3. CURRENT VOLUME.</p>	<p>800 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>30 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contain records of probable informational or evidential value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 15-1</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after cutoff. (cutoff when no longer needed for current operations)</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>Committee files are included in the common mission section of AR 340-18-2 through AR 340-18-16. Only the TAFFS file number changes (e.g. in AR 340-18-2 the file number is 201-05, in AR 340-18-3 it is 301-05, etc)</p>