

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC 1 A 1 78 73
DATE RECEIVED	15 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<u>3-17-78</u> Date	<i>James B. Oldaker</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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
9 Mar 78	<i>James B. Oldaker</i> GUY B. OLDAKER	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
1	<u>Housing Referral Service Files.</u> (FN 1511-07)(AR 340-18-15) Documents relating to providing guidance and referral service on available housing. Files accumulate in Housing Referral Offices Army-wide. Included are records of liaison activities with real estate boards, brokers, and other Government agencies; and similar or related documents. Destroy after 5 years.		
2	<u>Realtor Listing Files.</u> (FN 1511-10) Documents consisting of cards reflecting approved realtors and their available housing. They accumulate in Army Housing Referral Offices. Destroy individual cards when no longer needed for current operations.		
3.	<u>Specific Rental Actions Files.</u> (FN 1511-11) Documents relating to specific actions taken to provide off-post rental housing for Army personnel. These files accumulate in Housing Referral Offices Army-wide. Included are DD Forms 1668 and 1670, and similar or related documents arranged by individual name folders. Destroy name folder when individual has moved to government housing or another military installation.		

sent to agency & NNA - 3/20/78

3 items