

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 All 78 70 8
DATE RECEIVED	APR 14 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-17-78	<i>James B. Oldaker</i>
Date	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
Ethel Littles

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 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>2 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
	<p>AR 340-18-6, Maintenance and Disposition of General Personnel Management and Safety Functional Files.</p> <p>Files descriptions and dispositions contained in the attached <u>3</u> pages relate to deceased personnel services files accumulated in and administered by the Department of the Army.</p> <p>Request approval of permanent retention.</p> <p>Note: changes made pursuant to conversations with Ethel Littles ↓ Bob Bonnell</p> <p style="text-align: right;"><i>J. Mason</i> 5/15/78</p>		<i>4 items</i>

115-107 *sent to agency, NCW, NNM & NNB - 5/19/78*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>611-02 Individual interment reporting files. Documents related to reporting the interment of a decedent. Included are cemetery retained copies of individual reports of interment, report corrections, and similar or related documents. (Copies forwarded to office performing Army-wide staff responsibility are filed in the individual deceased personnel files.)</p> <p>(a) Initial interment reports: Destroy when superseded by a corrected or disinterment report.</p> <p>(b) Communications requiring correction of reports. Destroy when superseded by a corrected or disinterment report.</p> <p>(c) Other files: . Retain at installation until discontinuance. On discontinuance, overseas installations will transfer files to the overseas records center and CONUS installations will forward to the office performing Army-wide staff responsibility.</p> <p><i>Disposition not authorized</i> ↗</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>The Adjutant General Center</p>
<p>3. CURRENT VOLUME.</p>	<p>80 cubic ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 cubic ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 638-40</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>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>6</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>611-03 Interment control files. Documents providing a central interment record of decedents interred in elements of the National Cemetery System, such as national cemeteries or soldiers lots. Included are DA Forms 2122 and similar or related documents.</p> <p><u>Permanent Retain in CFA</u></p> <p><i>under the Department of the Army.</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>The Adjutant General Center</p>
<p>3. CURRENT VOLUME.</p>	<p>6 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alphabetical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 638-40</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives permanently. <i>when 30 years old.</i></p>
<p>9. ADDITIONAL REMARKS.</p>	