

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC1 A478 88</b>
DATE RECEIVED	<b>18 MAY 1978</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>6-2-78</i> 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
<i>12 May 78</i>	<i>Guy B. Oldaker</i>	<i>Chief, Records Management Division</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center"><i>(FN 227-16)</i></p> <p><u>Permanent Order Record Set Files.</u> A "Record Set" of orders pertaining to awards and decorations, and unit organization actions, issued by HQDA or any other element of the Army. The set will consist of one copy of each permanent order and amendment thereto filed in the numerical sequence prescribed in AR 310-10, Military Orders. Each folder or binder will be distinctly marked "Record Set" and documents will not be charged out or posted.</p> <p>Disposition: Permanent. Cut off at end of calendar year. Retire or transfer with next regular retirement or transfer. <i>Offer NARS 10 years after cut off.</i></p> <p>The purpose of this request is to revise the description to ensure that orders pertaining to awards, decorations, and unit organization actions are retained. Revised description will ensure that these orders are not inadvertently filed under file series 227-02, Personnel Type Order Files, and destroyed after 5 years.</p> <p><i>Annual accumulation: 2 ft./year</i></p>	<b>NC1-A4-76-36</b>	<i>1 item</i>