

REQUEST FOR RECORDS REQUISITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AU 78 91	
DATE RECEIVED 31 MAY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<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. 693-1938

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 19 May 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
	<p><u>Supply Files.</u> (File Number 1433-01) Files created in connection with the requisitioning procurement (except for authorities to procure), storage and issue, warehousing and stock control, preservation and inspection, and disposition of materials and supplies, small business procedures, and related matters. Included are correspondence, reports of inspection, requisitions, invitations to bid, SBA Form 70, and related papers.</p> <p>Disposition: Destroy after 5 years in CFA.</p> <p>The purpose of this request is to reduce the retention period from 10 years to 5 years since the Office, Chief of Engineers, where these files accumulate, has advised that 5 years retention is sufficient to satisfy administrative requirements.</p>	FN 1433-01	