

Rec'd NCO 17 JUN 78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION
THE ADJUTANT GENERAL CENTER

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
ETHEL LITTLES

5. TEL. EXT.
693-1937

LEAVE BLANK	
JOB NO	N C I - 44 - 78 95
DATE RECEIVED	JUN 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	8-31-78 James B. Rhoads Archivist of the United States

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 8 JUN 1978	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
1	SAFETY AWARD FILES (FN 606-07) AR 340-18-6. Documents reflecting the consideration and selection of commands, installations, activities, and individuals, for recognition of outstanding effort and achievement in the prevention of accidents. Included are approval requests, orders, certificates, citations, disapproved requests, and similar or related documents. Disposition: a. Office performing award selection responsibility: Destroy when 10 years old . b. Recipient offices: Destroy when 10 years old . c. All other offices: Destroy when 2 years old or on discontinuance, whichever is first.		
2	ACCIDENT AND INCIDENT CASE FILES (FN 607-01) Documents relating to individual accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving Army aircraft and missile systems; Army and non-Army motor vehicles; Army marine equipment, fires, explosives, and damage to Army property; harmful chemical and biological exposures; occupational injuries, illnesses, or death of military		

115-107

Changes made per telecon E. Littles / J. Wallace - 8/23/78. *JW*

NNM, Agency & All FRO'S 9-5-78 *NJ*

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	<p>and civilian personnel; and similar or related documents.</p> <p>Disposition: a, Office performing Army-wide staff responsibility for safety function and reviewing offices at lower echelons: Destroy when 5 years old.</p> <p>b, USAAAVS: Destroy after 56 years. Retire to WNRC on discontinuance.</p> <p>c, Offices initiating reports and investigations: Destroy after 2 years or on discontinuance, whichever is first.</p> <p>GRAVESITE RESERVATION SURVEY FILES (FN 611-06) Documents reflecting periodic surveys to determine whether or not individual reservations are still desired, including changes in status of reservees. Included are cards, correspondence, and similar or related documents.</p> <p>Disposition: Office performing Army-wide staff responsibility: Cancelled reservation: Destroy upon cancellation. Cutoff on cancellation.</p> <p>The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention. They were selected for disposal from a large number of presently unscheduled files. Assisting this Division in making this selection were representatives from the Records Disposition and Military Archives Division, National Archives and Records Service.</p> <p><i>* United States Army Agency for Aviation Safety</i></p>		WITHDRAWN