

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-AU-78-98
DATE RECEIVED	JUN 19 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	7-18-78 <i>acting</i>
	<i>James E. O'Neil</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 14 Jun 78	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
1.	<p><u>APO Establishment Files.</u> (FN 1108-02) Documents reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices and APO units. Included are requests for such action containing justification data and other information, notification of opening APO's, statements regarding APO's held in reserve, and related documents.</p> <p>Disposition:</p> <p>a. Office performing Army-wide responsibility: Destroy 6 years after discontinuance of the APO.</p> <p>b. Other offices: Destroy 2 years after discontinuance of the APO or APO unit.</p>		2 items

*Now, NAM, Agency
M/J 7-20-78*