

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec'd NED 21 Jun 78 HQ

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

LEAVE BLANK	
JOB NO.	NC 1-4478 00
DATE RECEIVED	JUN 21 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-10-78 <i>James P. O'Neil</i> <i>Date acting</i> Archivist of the United States	

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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
19 Jun 78	<i>Guy B. Oldaker</i>	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	ADP Management Reporting Files (FN 225-06) Files description and disposition instructions are contained in the inclosure. Request approval of the recommended disposition instructions. This file series is believed to lack sufficient value to warrant permanent retention. It was 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 Divisions, National Archives and Records Service.		

*All FRC, agency, NARA
 MA 7-12-78*

1 item KW

EVALUATION OF RECORDS DESIGNATED "PERMANENT"
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series:
2. File Number, Title, Description, and Present Disposition Instructions:

<i>File No.</i>	<i>Description</i>
★225-06	ADP management reporting files. Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP operations and documents used to evaluate rental, purchase, operation, and maintenance costs. Included are reports, briefs, and similar or related documents.

Disposition

Office requiring report: Permanent. Destroy feeder reports 2 years after summarization.
Other offices: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

#1
a. Office requiring report: Destroy after 15 years, except that feeder reports will be destroyed 2 years after summarization.

b. Other offices: Destroy after 2 years.