

Rec'd NCO 26 Jun 78 H/

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's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Robert Bonnell

5. TEL EXT.  
693-1939

LEAVE BLANK	
JOB NO.	NCO 4478 102
DATE RECEIVED	JUN 26 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	2-26-79 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 7 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 21 Jun 78	D. SIGNATURE OF AGENCY REPRESENTATIVE 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>File descriptions and disposition instructions contained in the attached 6 pages relate to information documentation accumulated in the Army.</p> <p>Request approval of disposal of these files series after the time periods indicated in the recommended disposition instructions.</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 uncheduled files. Assisting this Division in making this selection were representatives from the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p>FN 412-03                      413-01  412-04  412-05  412-08 ✓  412-09</p>		

115-107

Copies sent to NNM, NNB & Army - 3-26-79: K.T.D.  
13 Xerox

DAAG-AMR-P

Item 1

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

- 1. Regulation in AR 340-18 series: AR 340-18-4
- 2. File Number, Title, Description, and Present Disposition Instructions:

412-03	<p>Public appearance schedule reporting files. Documents reflecting scheduled speeches and participation by Army staff general officers and senior civilians in activities such as panel type programs sponsored by civilian organizations or for civilian audiences, press conferences or briefings, and radio and TV programs.</p>	<p>Offices performing Army-wide staff responsibility and requiring the report: Permanent. Reporting offices of the Army Staff: Destroy after 2 years.</p>
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3. Recommended Disposition Instructions:

#1

- a. Offices performing Army-wide responsibility and requiring the report: Destroy after 10 years.
- b. Reporting offices: Destroy after 2 years.

Incl 1.

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

Item 2

1. Regulation in AR 340-18 series: AR 340-18-4

2. File Number, Title, Description, and Present Disposition Instructions:

412-04

Public information reporting files. Documents reporting data on public information activities. Included are narrative reports on public information and community relations activities, statistical reports on information releases and radio programs, summary reports, and papers relating to the reports.

Offices performing Army-wide staff responsibility: Permanent.  
Reporting offices of the Army staff and headquarters of major and intermediate commands: Destroy after 5 years.  
Other offices: Destroy after 2 years.

WITHDRAWN

3. Recommended Disposition Instructions:

- #2. a. Offices performing Army-wide responsibility: Destroy after 10 years.
- b. Reporting offices of the Army Staff and headquarters of major and intermediate commands: Destroy after 5 years.
- c. Other offices: Destroy after 2 years.

**Item 3**EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-4
2. File Number, Title, Description, and Present Disposition Instructions:

<p>412-05 News media and release files. Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases; speeches; radio, television, and motion picture-scripts; and coordinating documents accumulated in obtaining clearances for the releases.</p>	<p>Office performing Army-wide staff responsibility: Permanent. Offices of information or technical liaison officers of the Army staff and headquarters of major and intermediate commands: Destroy after 6 years. Other offices: Destroy after 2 years.</p>
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3. Recommended Disposition Instructions:

- #3** a. Office performing Army-wide responsibility: Destroy after 10 years,
- b. Offices of information or technical liaison officers of the Army Staff and headquarters of major and major subordinate commands: Destroy after 5 years,

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

Item 4

1. Regulation in AR 340-18 series: AR 340-18-4

2. File Number, Title, Description, and Current Disposition Instructions:

412-08	Contractor information release files. Documents relating to procedures governing the release of information by manufacturers, colleges, universities, advertising agencies and similar commercial entities relative to Army contracts or activities accomplished by contract. They further relate to the clearing of informational materials depicting Army themes which are voluntarily submitted for clearance by commercial organizations. Included are proposed articles, technical papers and presentations, brochures, motion picture and television films, photographs and transparencies, and similar materials proposed for publication or release; coordinating actions thereon, and similar and related papers.	Office performing Army-wide staff responsibility: Permanent. Reviewing and coordinating offices of the Army staff: Destroy after 6 years.
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#4 3. Recommended Disposition Instructions:

Destroy after 6 years.

Items

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

1. Regulation in AR 340-18 series: AR 340-18-4

2. File Number, Title, Description, and Present Disposition Instructions:

<p>412-09 Army-authored information clearance files. Documents relating to the review and clearance for publication of magazine and book manuscripts on military subjects (fact or fiction) which are authored by Army military and civilian personnel. Included are copies of the manuscripts, coordinating actions on the manuscripts, and related papers.</p>	<p>Office performing Army-wide staff responsibility: Permanent. Coordinating offices of the Army Staff: Destroy after 6 years.</p>
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3. Recommended Disposition Instructions:

- #5.
- a. Office performing Army-wide responsibility: Destroy after 10 years.
  - b. Coordinating offices of the Army Staff: Destroy after 5 years.

Jul 5.

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

*Item 6*

1. Regulation in AR 340-18 series: AR 340-18-4

2. File Number, Title, Description, and Present Disposition Instructions:

<p>413-01 Command information general files. Documents relating to the general administration of the command information program, such as documents relating to reviews of command newspapers, observation and analysis of troop opinion, preparation of informational materials, and documents concerned with informing troops of news events, policies, and official actions, but exclusive of specific files described in this section.</p>	<p>Offices performing Army-wide staff responsibility: Permanent. Offices or headquarters of major and intermediate commands: Destroy after 5 years. Other offices: Destroy after 2 years.</p>
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3. Recommended Disposition Instructions:

- #6.*
- ~~a. Offices performing Army-wide responsibility. Destroy after 10 years.~~
  - b. Offices of headquarters of major commands and major subordinate commands: Destroy after 5 years.
  - c. Other offices: Destroy after 2 years.
  - d. Offices performing Army-wide staff responsibility:
    - 1. Policy Guidance Documents: Permanent. Offer to NARS when 20 years old.
    - 2. Other Documents: Temporary. Destroy when 10 years old.

*encl 6*  
*above change made with approval of Army*  
*(ROA14) 2-14-79 gm*