

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

*Rec'd NCO 27 Jun 78*

LEAVE BLANK	
JOB NO <b>NC 1-AU 78 104</b>	
DATE RECEIVED <b>JUN 27 1978</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>7-11-78</i> Date	<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 4 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 20 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
	<p>File descriptions and disposition instructions contained in the attached 3 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 unscheduled 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><b>FN 412-07</b> <b>412-15</b> <b>412-16</b></p>		

115-107  
*MS 7-13-78*  
*Agency, NCO, NNM*

*7 items*  
*K/w*

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:

412-07      Research clearance files. Documents relating to approval for access to classified files for purposes of unofficial research and study. They also accumulate from a review for propriety and accuracy and in providing for the required security review of the resulting manuscripts and research notes. Included are requests for access to classified files, approvals, copies of manuscripts and research notes, and coordinating actions on both access and manuscript clearances.

**#1**      Office performing Army-wide staff responsibility and responsible for the final review: Permanent.

Offices of information or technical liaison officers of the Army staff and headquarters of major commands: Destroy after 6 years.

Other offices: Destroy after 2 years.

3. Recommended Disposition Instructions:

**#1**

**a**      Office performing Army-wide responsibility: Destroy 6 years after revocation of clearance.

**b**      Offices of information or technical liaison officers of the Army staff and headquarters of major commands: Destroy after 6 years.

**c**      Other offices: Destroy after 2 years.

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:

→ 412-15 Correspondent accreditation files. Documents relating to processing applications from both United States and foreign information media representative for accreditation letters or identification credentials. Included are applications for accreditation, letters from information officers indicating reasons for the request, and related papers.

Offices performing Army-wide staff responsibility and offices of headquarters of major overseas commands: Permanent. Retire after 3 years.

Other offices: Destroy 2 years after expiration or disapproval of the application.

3. Recommended Disposition Instructions:

\*2

- a. Offices performing Army-wide responsibility and offices of headquarters of major overseas commands: Destroy after 15 years.
- b. Other offices: Destroy 2 years after expiration or disapproval of the application.

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:

412-16 Commercial authorship approval files. Documents reflecting the authorization for Army personnel to speak or write on a regularly scheduled basis for commercial publications or interests. Included are requests for approval, approvals, and directly related papers.

Office performing Army-wide staff responsibility: Permanent. Retire 2 years after termination or revocation of the approval.  
Other offices: Destroy on expiration or revocation of the approval.

3. Recommended Disposition Instructions:

#3

- a. Office performing Army-wide responsibility: Destroy after 20 years. Cut off on termination or revocation of approval.
- b. Other offices: Destroy on expiration or revocation of the approval.