

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

*Rec'd NCD 18 Jun 78*

LEAVE BLANK	
JOB NO	NC 1- <i>Al</i> 78 113
DATE RECEIVED	<i>JUL 10 1978</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>7-28-78</i>
Signature	<i>James E. O'Neil</i> Acting 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

The Adjutant General's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

P. Burnam

5. TEL. EXT.

693-1937

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 6 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
<i>13 July 78</i>	<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
	<p>AR 340-18-15, Maintenance and Disposition of Facilities Files.</p> <p>File descriptions and disposition instructions contained in the attached 5 pages relate to facilities documentation accumulated in the Army.</p> <p>Request approval of the 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>FN's 1508-07 1510-01 1516-03 1519-05 1521-03</p>		11 items

*sent to All FRC's Agency N/A K/W  
8-4-78 JPA*

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:

1508-07 Custodial service files. Documents relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services at Army installations.

Offices performing Army-wide staff responsibility: Permanent.  
Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

3. Recommended Disposition Instructions:

- a Offices performing Army-wide staff responsibility - Destroy after 6 years.
- b Other offices - Destroy when superseded, obsolete, or no longer required for reference.

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:

1510-01 Fire prevention files. Documents relating to the criteria, standards, practices, and application of fire prevention and protection practices and methods.

Offices performing Army-wide staff responsibility: Permanent.  
Other offices: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

3. Recommended Disposition Instructions:

<sup>a</sup>Offices performing Army-wide responsibility - Destroy after 6 years.

<sup>b</sup>Other Offices - Destroy when superseded, obsolete, or no longer required for reference.

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:

1516-03 Community shelter progress reporting files. Documents reflecting status and progress of the community shelter program. Included are reports identifying participating communities, date of contract negotiations, date of receipt of step reports, status of fallout shelter program, dollar value of contracts, and similar reports and data.

Office requiring report: Consolidated reports are permanent. Destroy feeder reports 1 year after consolidation

Offices submitting reports: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

Office requiring report - <sup>a</sup> Destroy consolidated reports after 10 years. <sup>b</sup> Destroy feeder reports 1 year after consolidation.

<sup>c</sup> Offices submitting reports - Destroy after 2 years or on discontinuance, whichever is first.

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:

1519-05 Labor relation administration files. Correspondence and other documents accumulating from administration of the Contract Work Hours Standards Act, Davis-Bacon Act, Copeland Act, or other acts governing labor matters.

Offices at Army staff Permanent. Except copies of wage rate decisions made by Department of Labor will be destroyed after 1 year.  
Other offices: Destroy after 6 years.

3. Recommended Disposition Instructions:

Offices at Army staff - <sup>a</sup> Destroy after 10 years, <sup>b</sup> except copies of wage rate decisions made by Department of Labor will be destroyed after 1 year.

<sup>c</sup> Other offices - Destroy after 6 years.

DAAG-AMR-P

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:

1521-03 Plant logbook files. Engine, deck, and flight logbooks related to engineer civil works floating plants and aircraft.

Permanent. Cut off on final disposition of plant.

3. Recommended Disposition Instructions:

Destroy 20 years after final disposition of plant.