

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

*Rec'd NCI 74 Jul 78*

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

LEAVE BLANK	
JOB NO	NC 1-AM-78 116
DATE RECEIVED	JUL 25 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>3-24-80 James E. O'Neil</i> Date <i>Archivist</i> Archivist of the United States	

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 3 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 <i>20 July 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Ollaker</i>	E. TITLE 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><u>AR 340-18-15, Maintenance and Disposition of Facilities Files.</u></p> <p>Files descriptions and disposition instructions contained in the attached 2 pages relate to facilities files 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 uncheduled files.</p> <p><b>FN 1502-01</b> ✓ 1502-01A <b>1515-18</b> 1502-01B</p>		3 items

*15-107*  
*Copy to agency*  
*Copy to NARA*  
*closed 4-2-80*  
*closed*

*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:

~~3~~

1502-01 Installation status evaluation files. Documents relating to the process of selecting installations for activation, inactivation, designation as permanent, or other change in status of an installation. Included are studies evaluating the suitability of installations as regards location, use of available construction, transportation facilities, water supply, health, and other physical characteristics, and other factors; communications commenting about the suitability of specific installations; approval of selection; and other related documents.

- a Offices performing Army-wide staff responsibility: Permanent.
- b Other offices: Destroy after 5 years.

1. 3. Recommended Disposition Instructions:

- a. Offices performing Army-wide responsibility - Destroy after 10 years.
- b. Other offices - Destroy when superseded, obsolete, or no longer needed for reference.

DAAG-AMR-P

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

1. Regulation in AR 340-18 series: AR 340-18-15
2. File Number, Title, Description, and Present Disposition Instructions:

1515-18 Procurement action summary and special reporting files.  
Progress summaries and special operating reports relating  
to military construction.

Office performing Army-wide staff re-  
sponsibility: Permanent. Retire on  
discontinuance of function.

2. 3. Recommended Disposition Instructions:

a. Office performing Army-wide responsibility - Destroy after 10 years.