

Rec'd NCU 14 JUN 1978

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

LEAVE BLANK	
JOB NO	NC1-AU-78 117
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	AUG 3 1978
	<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. **AUG 3 1978**  
693-1938

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 5 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 Jul 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>The files series descriptions shown in the attached 6 pages relate to security functions performed in the Army. Request approval of 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 previously 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 505-01</b> <b>505-02</b> <b>505-04</b> <b>505-05</b></p>		

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

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

505-01 Security classification files. Documents relating to the security classification or grading system involving the classification or downgrading of documents. Included are correspondence or memorandums on downgrading and reports on security classification, but exclusive of other files described in this section.

Offices responsible for classification and downgrading: Permanent.  
Other offices: Destroy after 3 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

Offices responsible for issuance: Destroy 10 years after final declassification action.

Other offices: Destroy <sup>when</sup> ~~after~~ 3 years <sup>old,</sup> or on discontinuance, whichever is first.

#1

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

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

505-02

Security regrading case files. Documents relating to the review of specific classified documents or equipment for the purpose of regrading the documents or equipment.

Offices responsible for regrading: Permanent.

Other offices: Destroy after 3 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

#2

Offices responsible for regrading: Destroy <sup>when</sup> [redacted] 15 years <sup>old,</sup>

Other offices: Destroy <sup>when</sup> [redacted] 3 years <sup>old,</sup> or on discontinuance, whichever is first.

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

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

505-04

Security information access case files. Documents relating to the review of specific requests for access to classified files or equipment for purposes of research and study.

Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

#3

Offices performing Army-wide responsibility: Destroy ~~when~~ 20 years ~~old~~.

Other offices: Destroy, ~~when~~ <sup>when</sup> 2 years ~~old~~ <sup>old,</sup> or on discontinuance, whichever is first.

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

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

505-05

Security information release files. Documents relating to the review of classified or potentially classified documentary materials for purposes of dissemination or release of information to sources outside the Army, such as the review of manuscripts, photography, lecture, radio, television scripts, and other materials.

Office performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

#4  
Offices performing Army-wide responsibility: Destroy when ~~20~~ 20 years <sup>old</sup>.

Other offices: Destroy <sup>when</sup> ~~2~~ 2 years <sup>old,</sup> or on discontinuance, whichever is first.