

Rec'd NCO 16 PM 10/14

**DISPOSITION AUTHORITY**  
(Instructions on reverse)

LEAVE BLANK	
JOB NO	NC 1-44-78 119
DATE RECEIVED	Jul 27 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	8-23-78 <i>active</i>
	<i>James E. O'Neill</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  
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 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 <i>20 July 78</i>	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>AR 340-18-15, Maintenance and Disposition of Facilities Files.</p> <p>Files descriptions and dispositions contained in the attached 3 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 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 1503-08</b> <b>1504-14</b> <b>1515-21</b></p>		<i>6 items</i>

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:

1503-08 Recruiting facilities files. Documents relating to providing space for recruiting offices, recruiting main stations, or recruiting detachments of the Army, Navy, Air Force, and Marine Corps and for collocating such facilities. Included are space assignment documents, collation studies, consolidated directory of recruiting facilities, and related correspondence.

OCE: Permanent. Cut off on completion of program.

Field offices: Destroy 2 years after completion of program.

3. Recommended Disposition Instructions:

OCE - Destroy 10 years after termination of lease or disposal of property.

Field offices - Destroy 2 years after termination of lease or disposal of property.

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:

1504-14 Installation housing files. Documents accumulated in determining the need for housing at installations. Included are studies, reports, FHA comments and recommendations, certificates of need, and similar related papers.

Offices performing Army-wide staff responsibility: Permanent. Cut off on approval or disapproval, as applicable.  
Other offices: Destroy after 6 years.

3. Recommended Disposition Instructions:

Offices performing Army-wide staff responsibility - Destroy 10 years after approval or disapproval, as appropriate.

Other offices - Destroy after 6 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:

1515-21      Food processing facility files. Files relating to requests for establishment; discontinuance; expansion of central meat processing facilities, pastry kitchens, and garrison bread bakeries, and approvals thereof; inspection of facilities; and related papers.

Offices performing Army-wide staff responsibility: Permanent.

Other offices of the Army staff: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

Offices performing Army-wide responsibility - Destroy after 10 years.

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