

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

*Red NCU 7820784*

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

LEAVE BLANK	
JOB NO	<b>NC 1-46-78 121</b>
DATE RECEIVED	<b>AUG 1 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<i>9-14-78</i> <i>James B. Rhoads</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 1 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>21 Jul 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE <b>Chief, Records Management Division</b>
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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
1.	<p><b>File Number 1503-03</b> <b>Acquisition Files.</b> Documents relating to the acquisition of real estate by purchase, condemnation, transfer, donation, easement, license, permit, lease, and space assignment. Included are offers to sell, options, acceptances, appraisal reports, easement documents, certificates of inspection, tract ownership data, title evidence data, payment and closing sheets, reports on vacating of property, consent to option, agreements for mutual cancellation of contract, leases, notices of renewal, releases, supplemental agreements, comparable documents and related correspondence.</p> <p>Disposition:</p> <p>a. <del>Office of the Chief of Engineers: Destroy 20 years after disposal of real estate. Retire completed condemnation cases with the next annual shipment.</del></p> <p>b. Field Offices: Destroy files pertaining to leases for \$25,000 or more per annum <del>after</del> 10 years after termination and final payment. Destroy files pertaining to leases for less than \$25,000 per annum 6 years after termination and final payment. Destroy the remaining files 6 years after approval of the completed real estate audit and disbursement is consummated.</p>		

**DISPOSITION NOT APPROVED**

*Sent to NAR, & AIT PROC*  
*RDG-PS/W*