

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 144-78 126	
DATE RECEIVED AUG 4 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-14-80 Date	James E. O'Keefe 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 2 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 27 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><u>AR 340-18-13, Maintenance and Disposition of Research and Development Files.</u></p> <p>File description and disposition instructions contained on the attached page relate to research and development files accumulated in the Army.</p> <p>Request approval of permanent retention.</p> <p>The file covered by this disposition request is believed to possess sufficient value to warrant permanent retention. It was selected from a large number of currently unscheduled files. Assisting this Division in making this selection were representatives of the Records Disposition and Military Archives, National Archives and Records Service.</p> <p>FN 1304-06</p>		

Copy to Agency

Closed Out 3-26-80, R K/W

2 items

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-13 FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p>1304-06 Project register files. Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task number and title, project or task office, and contract number.</p> <p>a. Offices of the Army staff and headquarters at major and intermediate commands: Permanent. Cut off on supersession, when register is filled, or on completion of the project, whichever is applicable.</p> <p>b. Other offices: Destroy when no longer needed for current operations.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Offices of the Army staff and Major Commands</p>
<p>3. CURRENT VOLUME.</p>	<p>2 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>Less than 1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numeric</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 70 series</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years <i>after cut off.</i></p>
<p>9. ADDITIONAL REMARKS.</p>	<p></p>