

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

LEAVE BLANK	
JOB NO.	NC 1-44-78 127
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-21-78 Date	James B. Rhoads 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3 1 JUL 1978	<i>Guy B. Oldaker</i> GUY B. OLDAKER	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
3 1	<p>AR 340-18-15, Maintenance and Disposition of Facilities Files.</p> <p>File descriptions and disposition instructions contained in the attached 2 pages relate to facilities documentation 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>FN 1506-02' 1506-05 (formal 1503-07)</p>		

Sent to NWM, AIRFC's & Agency  
*H. James*  
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:

1506-02 **Homeowners assistance case files.** Documents relating to the application of persons involved in loss sustained in real estate market because of military bases being closed. Included are application form (DD Form 1607), appraisal reports, ~~deeds and mortgages~~, questionnaires, copies of deeds and mortgages, evidence of proof of ownership and occupancy of residence, applicant's appeals and final actions and decisions thereon, comparable forms, and related correspondence.

Offices with Army-wide staff responsibility:

Final actions and decisions on appeals are permanent. Destroy other files after 3 years in CFA.

Field Offices: Destroy 10 years after payment in full satisfaction of claim or after final decision on appeal.

3. Recommended Disposition Instructions:

Offices with Army-wide responsibility - Destroy 10 years after either final action or decisions on appeals, as applicable.

Field Offices - Destroy 10 years after either payment in full satisfaction of claim or final decision on appeal, as applicable.

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:

\*1506-05 Relocation assistance case files. Documents relating to the movement of families or possessions because of the acquisition of real estate for military or civil works purposes. Included are questionnaires, notices to owners, applications for resettlement reimbursement, reports of investigation, waivers, recapitulation and summary, statements of determination, resettlement summary reports, comparable forms, and related correspondence.

OCE: Permanent. Cut off on final determination of appeal.

Field offices: Destroy 6 years after final determination of an application has been made and applicant notified, or 2 years after final audit has been approved by OCE, whichever is later.

\*NOTE: Formerly FN 1503-07, Resettlement files.

3. Recommended Disposition Instructions:

OCE - Destroy 10 years after either final action or determination on appeal, as applicable.

Field Offices - Destroy 10 after either payment in full satisfaction of claim or final decision on appeal, as applicable.