

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

*10/20/78*

LEAVE BLANK

JOB NO  
**NC144-797**

DATE RECEIVED  
**OCT 20 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*3-11-80*  
Date *Acting* *James P. O'Neil*  
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.  
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 11 Oct 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE 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
	<p>The files series descriptions and disposition instructions contained on the attached 4 pages relate to documentation of legal and information functions performed in the Army.</p> <p>Request approval of permanent retention.</p> <p>The files covered by this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently un-scheduled files. Assisting this division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p><b>FN 403-03</b> <b>412-12</b> <b>413-02</b> <b>413-03</b></p>		<i>9 items</i>

115-107

*Copy to NAB NAM Closed 3/18/80*

*Army copy sent 3/12/80 gm*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p><u>403-03</u> Claim reporting files. Documents containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are copies of reports retained by reporting offices, report consolidations and summaries prepared or retained by TJAGO, and papers directly related to the reports.</p> <p>a. TJAGO: Destroy after 2 years, except that consolidations and summaries are permanent. b. Other offices: Destroy after 2 years.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>US Army Claims Service, Fort Meade, Md</p>
<p>3. CURRENT VOLUME.</p>	<p>29 cu ft of index cards prior to 1971 current file is on ADP tape, continually updated</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha and numeric on tape</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 403-02; AR 27-20</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 2</i></p>	<p><u>412-12</u> Commercial film certification. Documents relating to certifying commercial motion pictures and television films for the Department of the Army cooperation by furnishing access to locations, technical advisors, equipment, troops, and weapons. Included are requests for cooperation, outlines of the proposed story, and proposed scripts; papers reflecting coordination and review of the outlines, scripts, and the completed films; notifications of approval for Army cooperation, recommendations concerning command assistance to local premiers, and progress reports from technical advisors and related papers.</p> <p>a. Offices performing Army-wide staff responsibility: Permanent. b. Coordinating offices of the Army staff: Destroy after 5 years.</p> <p><i>Withdrawn</i></p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Public Information Division Audio-visual Branch Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>8 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>by type (i.e. TV, movie, etc)</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 3</i></p>	<p><u>413-02</u> Command information planning files. Documents reflecting subject areas to be covered, points of emphasis, prescribed subject areas to be covered, information mediums available for utilization and similar planning data. Included are command information plans and papers relating to the plans.</p> <p>a. Officer performing Army-wide staff responsibility: Permanent. b. Offices of headquarters of major and intermediate commands preparing command-wide plans: Destroy after 5 years. c. Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office, Chief of Public Affairs, Office of the Secretary of the Army Command Information Division</p>
<p>3. CURRENT VOLUME.</p>	<p><math>\frac{1}{2}</math> cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p><math>\frac{1}{2}</math> cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alpha</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable informational or other archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 360-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>4</u>          FILE NUMBER,          DESCRIPTION,          AND          DISPOSITION    <i>Item 4</i></p>	<p><u>413-03</u> Command information reporting files. Documents reflecting data on number of personnel engaged in the command information program, funds expended, narrative accounts of actions taken in support of command information subjects, and similar information. Included are command information reports and papers directly related to the reports.</p> <p><i>a.</i> Offices performing Army-wide staff responsibility and requiring the report: Permanent.  <i>b.</i> Other offices: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL          LOCATION.</p>	<p>Chief of Public Affairs<sup>A</sup>          Office of the Secretary of the Army</p>
<p>3. CURRENT VOLUME.</p>	<p>3 inches</p>
<p>4. ANTICIPATED          ANNUAL INCREASE.</p>	<p>1 inch</p>
<p>5. ARRANGEMENT (ALPHA,          NUMERIC, CHRONO).</p>	<p>alpha</p>
<p>6. JUSTIFICATION FOR          PERMANENT RECORDS.</p>	<p>Contains records of probable informational value</p>
<p>7. REASON RECORDS          ACCUMULATE (ARs, etc)</p>	<p>AR 360-5</p>
<p>8. RECORDS WILL BE          OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years</p>
<p>9. ADDITIONAL REMARKS.</p>	