

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec. 12/14/78 ✓

LEAVE BLANK	
JOB NO	NC1-AW-79 14
DATE RECEIVED	14 DEC 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>12-7-79 James P. O'Heill</i> Date 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 Center

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 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 <i>7 Dec 78</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	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
1.	Request approval of the recommended disposition instructions for Key Facilities List Files (FN 507-03) shown on the attached page. Permanent retention of the lists is not needed in Army. The Defense Logistics Agency publishes the lists and maintains the permanent record copy, as of 1 July 1974.	<i>no longer</i>	<i>3 items</i>

(Copy to NMB NDM Army 12-14-79)

EVALUATION OF RECORDS DESIGNATED "PERMANENT"
IN THE AR 340-18 SERIES

Item 1

- 1. Regulation in AR 340-18 series: AR 340-18-5
- 2. File Number, Title, Description, and Present Disposition Instructions:

★507 03 **Key Facilities List Files.** Documents listing the facilities recommended and approved for inclusion in the Key Facilities List. Included are published lists and DD Forms 451.

Published lists: Record copy maintained by publishing office; Permanent. Other copies; Destroy when superseded by a new list.

DD Forms 451: Destroy 5 years after removal from the list, except correction forms may be destroyed after notation of correction.

- 3. Recommended Disposition Instructions:

A. Lists Published Before 7/1/74: PERMANENT.
 B. Other Published lists: Destroy when superseded by a new list.

C. DD Forms 451: Destroy 2 years after removal from the list, except correction forms may be destroyed after notation of correction.

Permanent records will be offered NAKS when 20 years old. Annual accumulation is less than 1 foot.

changes made per conversation with Bob Bonnell
 JN 11/30/79