

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 12/11/78

LEAVE BLANK	
JOB NO	NCL-AU-79-16
DATE RECEIVED	12/14/78
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>3-14-79</i> <i>James B. Rhoads</i> 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 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
7 Dec 78	<i>Carroll G. 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
1.	<p>Ceremony Files (FN 412-01)</p> <p>Documents relating to the conduct of ceremonies by the Army or to Army participation in ceremonies conducted by other organizations. Included are such ceremonies as retirements, funerals, reviews, honor guards, parades, displays, exhibits, fairs, observances of local and national holidays, and comparable activities. The files consist of copies of ceremonial and parade orders, drawings indicating formations or order of march, group instructions, requests for Army participation or assistance in ceremonies, authorizations for troop participation, parachute jumps, equipment drops, participation in events of national or international nature, or events requiring coordination with other services and Government agencies, coordinating actions and related papers.</p> <p>Disposition:</p> <p>(a) Office performing Army-wide responsibility:</p> <p>1. <u>Historically important ceremonies</u>: Permanent. Retire after 5 years in CFA and 5 years in RHA. <i>offer NARS when 20 yrs, old.</i></p> <p>2. <u>Other ceremonies</u>: Destroy after 5 years in CFA.</p> <p>(b) Other offices: Destroy after $\frac{2}{3}$ years in CFA, or when no longer needed, whichever is later.</p> <p><i>Permanent records accumulate at ca. 1 foot/year</i></p>		

Pen ink changes made with approval of Army (Bonnell) JA 3/2/79

Copies sent to NNM, NNS & Agency