

Rec. 12/30/78

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

| | |
|--|--|
| JOB NO. | NC1-A4-79 17 |
| DATE RECEIVED | 8 JAN 1979 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 | 1-10-79 <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 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 14 Dec 78 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER | 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 |
|-------------|---|----------------------|------------------|
| 1. | Request approval of recommended disposition instructions for File Number 218-02, Numerical Files (internal), since NARS has determined, by Job No. NC1-AU-78-128, that these files do not have sufficient value for purposes of historical research to warrant permanent retention. | | |

2 items

Sent to Agency + NNM: R.T.D.: 1-16-79

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:

218-02 Numerical files (internal). Documents accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of form, justifications, coordination papers, instructions governing use of the form, and a copy of each edition of the form.

Office performing Army-wide staff responsibility: Permanent. Cut off on obsolescence of form.

Other offices: Destroy 1 year after supersession or obsolescence of form.

3. Recommended Disposition Instructions:

- after supersession or obsolescence*
- (a) Office performing Army-wide responsibility: Destroy ~~10~~ 10 years. Cut off on obsolescence of form.
 - (b) Other offices: Destroy 1 year after supersession or obsolescence of form.