

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

LEAVE BLANK	
JOB NO	<b>NCI-AU-79-21</b>
DATE RECEIVED	<b>12 JAN 1979</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>3-20-80</i> Date	<i>James E. O'Neil</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  
**Mr C. A. Burgess**

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 4 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
<i>27 Feb 78</i>	<i>Guy B. Oldaker</i> GUY B. OLDAKER	Chief, Records Management Division, TAGCEN

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	AR 340-18-7, Maintenance and Disposition of Military Personnel Functional Files.  Files descriptions and dispositions contained in the attached <u>3</u> pages relate to military personnel documentation accumulated in and administered by the Department of the Army.		
2.	Request approval of permanent retention.  <b>713-01</b> <b>715-04 (Withdrawn)</b> <b>716-05</b>		
			<i>6 items</i>

*Closed: 3-27-80*  
*Copy to agency file*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>713-01 Test development files. Documents reflecting coordination and development of specific tests or test items to determine qualifications or measure aptitudes and proficiency of individuals, test items, test aids, test announcements, and similar or related documents.</p> <p><b>#1.</b></p> <p>a Office responsible for developing test: <u>Permanent.</u></p> <p>b Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>140 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>14 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono and thereunder numeric by test number</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May contain records of historical significance</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 611-5</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p><b>[715-04]</b> 715-04 <b>#2</b> a Office responsible for compiling Army-wide data: <u>Permanent</u> b Reporting agencies: Destroy after 2 years, or on preparation of next comparable report; or destroy on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>12 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 linear feet</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May contain records having historical significance</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 680-2</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p></p>

*Withdrawing  
3/17/80  
Per [unclear] J.H. Wallace  
and Dr. Hatcher  
(See DCI-AU-80-23)*

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>7</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>716-05 AWOL statistical reporting files. Documents used to provide statistical data concerning military personnel absent without leave. Included are feeder reports, letters, forms, and similar or related documents.</p> <p><b>#3</b> a Office performing Army-wide staff responsibility: Permanent. b Other offices: Destroy after 1 year or on discontinuance, whichever is first.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Personnel</p>
<p>3. CURRENT VOLUME.</p>	<p>4 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chrono</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>May contain records of probable historical value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 630-10</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	