

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 2/13/79

LEAVE BLANK

JOB NO

NC1-A11-79-30

DATE RECEIVED *19 FEB 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

2-21-79 *James B. Rhoads*
Date 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 <i>5 Feb 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carroll O'Brien for</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.	<p>Record Holding Reporting Files (FN 220-13) Documents used in preparation of the summary of records holdings. Included are reports and directly related records. Destroy after 5 years in CFA.</p> <p>The General Records Schedule authorizes disposal of these records when 3 years old. However, the Army requires summary of records holdings reports from its elements every 5 years. Data submitted in the intervening years are estimated on the basis of the best available information. The requested retention period will allow the reports to be retained until completion of the next report.</p>	<p><i>GRS16, Item 6'</i></p>	<p><i>1 item</i></p>

sent to Agency 2-27-79