

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

2/13/79

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JOB NO NC1-AU-79-31
DATE RECEIVED 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>2-21-79</i> Date <i>[Signature]</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 <i>5 Feb 79</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carroll G. Purnell</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>Command Inspection Files (field organizations). (FN 223-04) Documents accumulated at intermediate commands, installations, activities, and units as a result of command inspections. Included are reports of inspection, correspondence directing corrective action, correspondence replying to these instructions, and related records.</p> <p>Disposition: TEMPORARY.</p> <p>US Army Element, Supreme Headquarters Allied Powers, Europe (SHAPE) Destroy after next comparable inspection or when no longer required for reference.</p> <p>SHAPE: Destroy after 2 years or after next comparable inspection or when no longer required for reference, whichever is later.</p> <p>Note: as a result of irregular schedule of inspections (from annual to every three or four years) SHAPE (Army Element) has a need for these records longer than the present schedule (2 Years). In addition, there is a need for some to be maintained beyond the next comparable inspection for reference purposes. <i>The same condition may prevail at other Army activities.</i></p> <p><i>pending changes made with Army concurrence</i></p>		