

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

*Rec. 3/5/79*

LEAVE BLANK

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

JOB NO

NCI-AU-79-32

DATE RECEIVED

5 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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  
Ethel Littles

5. TEL. EXT.  
693-1938

3-22-79 *James B. Rhoads*  
Date Archivist of the United States

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 16 FEB 1979	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	<p>INDIVIDUAL DECEASED PERSONNEL FILES (FN 611-01), AR 340-18-6. Documents pertaining to the death, recovery or nonrecovery, identification or non-identification, preparation and disposition of remains, funeral arrangements, burial locations, military honors, headstones, graves reservations, contacts with next of kin, and similar matters pertaining to the care of the remains of decedents. Although predominantly related to military personnel, this description includes similar documents created as a result of the Army's handling of any phase of the disposition of remains of dependents, civilian employees, Veterans Administration beneficiaries, or other personnel.</p> <p>DISPOSITION: (a) Office performing Army-wide <del>responsibility</del> responsibility: Destroy after 75 years. Cutoff on completion of burial and headstone arrangements.</p> <p>(b) Cemeteries: Destroy after 5 years.</p> <p>(c) Other offices: Destroy 5 years after final disposition of remains, or 5 years after determination that remains are non-recoverable.</p>		

*Copies sent to NNM & Agency : K.T.D. : 3-30-79*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE ~~XX~~

2 of 2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p><b>NOTE:</b> For records disposition purposes, oversea commands and intermediary channels will consider final disposition of remains as occurring when the remains leave their control.</p> <p><b>INDIVIDUAL INTERMENT REPORTING FILES (FN 611-02)</b> Documents related to reporting the interment of a decedent. Included are cemetery retained copies of individual reports of interment, report corrections, and similar or related documents. (Copies forwarded to office performing Army-wide responsibility are filed in the individual deceased personnel files.)</p> <p><b>DISPOSITION:</b> (a) Initial interment reports: Destroy when superseded by a corrected or disinterment report.</p> <p>(b) Communications requiring correction of reports. Destroy when superseded by a corrected or disinterment report.</p> <p>(c) Other files: Destroy after 75 years.</p>		