

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

*Ex. 3/1/79*

LEAVE BLANK

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's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
P. Burnam

5. TEL. EXT  
693-1937

JOB NO

*NCF-AU-79-34*

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**SEP 12 1979**

Date *Acting* *James S. O'Neill*  
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 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>23 FEB 1979</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cassell Oldaker 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
	<p><u>Reserve Unit Attendance Files.</u> (FN 1003-05) Documents reflecting attendance of members of reserve component units and activities during training or drill periods. Included are DA Forms 1379 and supporting documents. The original DA Form 1379 prepared by each reserve unit constitutes the "Record Set". Any data entered on the attendance reference set (FN 1003-07) which is vital to determining the award of retirement points will be entered on the Record Set. Copies of these documents are also accumulated by CONUS Army and oversea command reserve component offices and certain data processing activities.</p> <p>Disposition: Record Set - Destroy after 50 years. Cut off annually and transfer to organization designated by CONUS Army commander, or major commander overseas. Transfer to US Army Reserve Components Personnel and Administration Center after 1 year.</p> <p>Background - We requested a permanent retention of these documents. On your Job No. <i>NCF-AB-79-3</i> you disapproved our request and recommended a 30 year standard. A 30 year standard is not sufficient. These documents must be researched to certify personnel for retired pay at age 60. An individual can enter the reserves at age 17. As a result, 50 years is the minimum retention we can live with on these documents.</p>		1 ITEM

*sent to Agency for NCF, NNM*

*SAC - 9-17-79*

*COPY SENT TO: T. HELFRICH NCF 9/19/79 gmb*

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4