

REQUEST FOR RECORDS POSITION AUTHORITY
(See Instructions on reverse)

Nov. 6/21/79
LEAVE BLANK

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

JOB NO

NCL-AU-79-59

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

DATE RECEIVED
6-21-79

2. MAJOR SUBDIVISION
The Adjutant General Center

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL EXT
693-1938

10-16-79
Date *acting* *James E. O'Neil*
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 18 Jun 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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><u>Office Equipment Management Files.</u> (FN 220-16) Documents relating to the management of office copiers, standard and nonstandard filing equipment, and similar categories of office equipment. These documents accumulate in offices which review and/or approve requests for office equipment. Included are approved requests, disapproved requests, and similar or related documents.</p> <p>a) Approved requests for standard files equipment: Destroy after 1 year. b) Approved requests for nonstandard files equipment: Destroy on disposal of related equipment. c) Disapproved requests: Destroy after 1 year.</p>		

copy to agency 10-23-79 [Signature]

3 items