

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Mr. 7/27/79

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JOB NO
UCI-AU-79-61

DATE RECEIVED

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

7-20-79 *James H. ...*
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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

P. Burnam

5. TEL. EXT.

693-1937

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 20 JUN 1979	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>Real Estate Management Files. (FN 1504-08)</u></p> <p>Description - Documents relating to management of real estate. Included are leases, licenses, appraisal reports, invitations for bids, easements, notices of revocation, permits, statements of crop rotations, reports of terminations, abstracts of bids, outgrant instruments, compliance inspection reports, and related documents.</p> <p>Disposition <i>a)</i> OGE: Destroy after 3 years. Do not retire, <i>b)</i> other offices: <i>1)</i> Destroy 3 years after termination of basic instrument and final collection thereon <i>2)</i> Exceptions: <i>a)</i> Destroy compliance inspection reports 1 year after supersession by a new report; <i>b)</i> Destroy files on restoration clauses that are removed 3 years after termination of instrument, except instrument and applicable restoration papers will be retained until final termination.</p>		
2.	<p><u>Real Property Summary Files. (FN 1504-10)</u></p> <p>Description - Real property grant listings, real estate</p>		<i>8 items</i>

sent to NAC, NWM + Agency 7-25-79

Request for Records Disposition Authority - Continuation

JOB NO.

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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>lease listings, space occupancy listings, summaries of outgrants, leases and rent-free space, reports of changes, and related documents.</p> <p>Disposition a)OCE: 1) Destroy 30 September summaries after 10 years in CFA 2) Destroy 30 September detailed listings after 1 year 3) Destroy other listings and reports of change after close of fiscal year.</p> <p>b) Other offices: Destroy on supersession.</p> <p>Background - These files are presently listed as permanent in AR 340-18-15 at the OCE level. NARS advises us that they do not contain sufficient archival value to warrant permanent retention and accession into the National Archives. The above retention will satisfy administrative needs of the Army.</p>		