

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

*Rec'd 9/4/79*  
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

Phil Burnam

5. TEL EXT.

693-1937

JOB NO

NCL-AU-79-74

DATE RECEIVED

9/4/79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*11-8-79* *James E. O'Neil*  
Date *acting* 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

28 AUG 1979

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Guy B. Oldaker*  
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

The US Army Military Academy, West Point, NY is presently converting the documents under FN 1502-06, Master Planning Files, to microform under an approved Army MICRODIS. ~~Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform.~~

*Paper originals -- PERMANENT.*

a. The records described on this form will be micro-filmed in accordance with the standards set forth in 41 CFR 101-11.506. *Records will be offered NARS after verification of the film.*

b. ~~The original silver halide Microfilm and one diazo copy will be retired to the appropriate federal records center upon completion of the necessary quality checks and verification that the microfilm is complete and accurate.~~

*copies -- TEMPORARY*

*Destroy when no longer needed for current operations.*

*Permanent records accumulate at an annual rate of ca. 1 foot and will be deposited in the USMA Archives.*

*2 items*

*115-107*  
*Closeout*  
*11-14-79*  
*copy to agency*  
*NWBNM*