

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

*Rec'd 9/4/79*

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| JOB NO.<br>NC1-AU-79-76  |
| DATE RECEIVED<br>9/4/79  |
| NOTIFICATION TO AGENCY<br>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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<br>Date <i>Acting</i> <u>James S. O'Leary</u><br>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 Center

3. MINOR SUBDIVISION  
Records Management Division

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

5. TEL. EXT  
693-1938

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<br>29 Aug 79 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Guy B. Oldaker</i><br>GUY B. OLDAKER | E. TITLE<br>Chief, Records Management Division |
|----------------------|--|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| 1.          | <u>Ethics in government control files</u> (FN 613-02)(AR 340-18-6)<br>Documents accumulated pursuant to the Ethics in Government Act. Included are DOD and DA directives, correspondence involving extensions, transmittal of forms, public release, and related documents.<br>NOTE: Financial disclosure statements will be filed under File Number 613-03.<br>Disposition: Destroy when superseded, obsolete, or when no longer needed for reference.   |                      |                  |
| 2.          | <u>Ethics in government financial disclosure statements.</u> (FN 613-03)<br>Documents containing information pertaining to individual DA employees required to file under the Ethics in Government Act. Each file is maintained by employee name and includes:<br>a. SF 278 and SF 278-A<br>b. Official Position description<br>c. Disqualification Statements if applicable<br>Disposition: <u>on individuals filing per section 2016, PL 95-521 and not</u><br><u>Nominee Records</u> Destroy 1 year after nominee ceased being under Senate consideration for appointment. <u>subsequently confirmed by the US Senate.</u> |                      |                  |

*3 items*

*Copy to  
1-5-16  
all things  
30  
9-5-79*

*per conversation with Bob Bonnell  
21 9/15/79*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

| 7.<br>ITEM NO.     | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)   | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|--------------------|---|----------------------------|---------------------|
| 2 - con-<br>tinued | <u>Other records:</u> Destroy after 6 years, except that documents needed in an on-going investigation will not be destroyed until completion of the investigation. |                            |                     |