

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

Rec'd 9/24/79  
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.

**NCI-AU-79-79**

DATE RECEIVED

**9-26-79**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**10-25-79** *James P. 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 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 <b>20 SEP 1979</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Chief, Records Management Division</b>
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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
<b>1</b>	<p><b>FN 1518-018, Civil Works Project Files (MICRODIS 3054)</b> Documents created in connection with the planning, design, and construction of specific projects. They pertain to structures and work related to navigation improvements and maintenance, flood control, multiple purpose projects, land structures, relocation, access roads, and parking areas. Included are assurance of local interest; design memorandum (definite project report); project cost estimates; planning schedules; final report; master development plan; analysis of design; project index maps; specifications and addenda; original construction drawings and modifications; as-built drawings; shop drawings; tests and investigations such as aggregate, material, and durability; geological investigations (including borings, soil analysis, etc.); cement and concrete reports; foundation reports; safety inspections; logbooks; construction field layout books; construction computations and cross sections; relocations (roads, railroads, bridge, or cemetery); progress photographs; history of construction; and pertinent correspondence.</p> <p>The documents described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p><b>Disposition not authorized.</b> Disposition of film - The microfilm will be retired to the appropriate records center. <del>...</del></p>		

*copy sent NNM, all FRC's 11-8-79 JR*

*Army copy sent 10/30/79 Jm*

*2 items*

**Request for Records Disposition Authority – Continuation**

JOB NO.

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p><b>b)</b></p>	<p><del>have not received a response to date.</del>  <b>TEMPORARY.</b>                      Disposition of paper records - <sup>1</sup>The paper records will be destroyed after verification that the microfilm meets prescribed quality standards and that the microfilm is an adequate substitute for the original documents. This MICRODIS is presently in operation at several Corps of Engineers Field Operating Agencies and has potential for others. We, therefore, request authority for Army-wide application of this disposal authority for paper records.</p>		