

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

*Rec 10/1/79* ✓

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

|   |  |
|---|--|
| LEAVE BLANK   |  |
| JOB NO  | NC1-AU-80-1  |
| DATE RECEIVED   | 10-1-79  |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |
| Date  | <i>5-2-80</i>  |
| Acting  | <i>Walter P. Stauden</i><br>Archivist of the United States |

|   |                        |
|---|------------------------|
| 1. FROM (AGENCY OR ESTABLISHMENT)<br>Department of the Army |                        |
| 2. MAJOR SUBDIVISION<br>Office of The Adjutant General      |                        |
| 3. MINOR SUBDIVISION<br>Records Management Division         |                        |
| 4. NAME OF PERSON WITH WHOM TO CONFER<br>R. Bonnell         | 5. TEL EXT<br>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>25 SEP 1979 | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Guy B. Oldaker</i> | 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 |
|------------|--|---------------------|------------------|
|            | <p>The following permanent records accumulated by the US Army Labor Services Agency, Heidelberg, Germany, a subordinate command of the US Army Europe and Seventh Army, whose mission is personnel management of local nationals employed by the US Army, will be converted to microform IAW CFR 101-11.504. Use of the microforms will be IAW 41 CFR 101-11.505. Film will be inspected IAW CFR 101-11.506-8.</p> <p>1. File Number 801-01, Civilian Personnel Instructions Files. Accumulated volume is 5 cubic feet. Annual accumulation is 1/2 cubic foot.</p> <p>a) <u>Disposition of the film:</u> Retire silver original and one diazo copy of each microform to the appropriate Federal Archives and Records Center upon verification that the film meets the requirements of 41 CFR 101-11.504. <del>Retire</del></p> <p><del>_____</del></p> <p>Film will be offered to the National Archives at _____.</p> <p>b) <u>Disposition of the paper records:</u> Destroy after film proves to be an acceptable substitute.</p> |                     |                  |

*25 years old.*  
*175 year blocks when oldest records are 4 items*

115-107  
*Copies to  
NEW, NEW, NMG  
NWB*

| Request for Records Disposition Authority - Continuation |  | JOB NO                    | PAGE-OF             |
|--|--|---------------------------|---------------------|
| 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 |
|  | <p>2. File Number 228-08, Organizational History Files. Accumulated volume is 1 1/4 cubic feet. Annual accumulation is minimal.</p> <p>a. Disposition of the film: Retire to the Center for Military History on discontinuance or inactivation. Offer to National Archives with next scheduled offer of Organizational History Files by CMH (CMH will offer such records in five year blocks).</p> <p>b. Disposition of the paper records: Destroy after film proves to be an acceptable substitute.</p> <p><i>Withdrawn</i></p> |                           |                     |