

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. # 11/79

LEAVE BLANK

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

JOB NO
NC1-AU-80-6

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

DATE RECEIVED
11-1-79

2. MAJOR SUBDIVISION
The Adjutant General Center

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

Dr. John H. Hatcher

693-1937

5-15-80 *James E. O'Keefe*
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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
31 Oct 79	<i>Guy B. Oldaker</i> GUY B. OLDAKER	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
1	<p>Personnel Type Order Files (FN 227-02, AR 340-18-2). Orders issued at levels of command no lower than regimental or brigade (when operating separately with organic personnel functions), personnel center, personnel command or division to disseminate information and instructions affecting the duty status, career progression, quality of life, and legal or financial rights and interests of the individual. Included are orders issued for the purpose of announcing or authenticating certain personnel actions including promotions, reductions, eliminations, separations, skill awards and upgrading, assignments, change of station, courts martial, and service awards including but not limited to the following badges: Parachutist, Drivers, EOD, Pathfinder, Aircraft Crewman, Nuclear Reactor Operator, Ranger Tab, Driver and Mechanic, Air Assault, Drill Sergeant, USA Recruiter, Expert Marksmanship Quali- fication) and certificate of achievement.</p> <p>Disposition: Destroy after 56 years. Cut off at the end of the calendar year. Hold two years in RHA and transfer or retire to the Washington National Records Center with next regular ship- ment.</p> <p>NOTE: This SF 115 applies only to records already in NARS records centers and any records retired to centers before July 1, 1981.</p>		<p><i>pen ink changes made with concurrence of Army</i> <i>M 5/2/80</i></p> <p><i>11/80</i></p>

Copy to agency