

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Rec. 11/2/79

LEAVE BLANK	
JOB NO	NCl-AU-80-9
DATE RECEIVED	11-2-79
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>11-19-79</i> <i>James P. O'Neill</i> 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
693-1939

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
26 Oct 79	<i>Guy B. Oloaker</i> GUY B. OLOAKER	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>Memorialization Board Files (FN 228-11) Documents relating to the naming of installations, buildings, streets, driveways, areas, facilities, or plaques. Included are proposals and coordinating papers, photographs, citations, copies of orders or directives, and related documents.</p> <p>Disposition:</p> <p>A. Office of The Adjutant General: Permanent except that 1. Records pertaining to plaques will be destroyed after 10 years. 2. All other records -- Permanent. Offer NARS when 20 years old.</p> <p>B. Other offices; Destroy after 2 years.</p> <p><i>Annual accumulation of permanent records is ca. 3 inches.</i></p> <p><i>changes made per conversation with Bob Bonnell gm 11/6/79</i></p>		<p><i>Note: Records already retired by TAGO under FN 228-11 are, in all likelihood, a mix of FN 228-11A(1) & FN 228-11A(2)</i></p> <p><i>3 items</i></p>

copy to agency NEW 11-28-79