

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

11/29/79  
 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 Center

3. MINOR SUBDIVISION  
 Records Management Division

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

5. TEL. EXT.  
 693-1938

JOB NO.  
 NCI-AU-80-12

DATE RECEIVED  
 11-29-79

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-2-80 *Walter M. Steuder*  
 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
27 Nov 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.	Command Inspection Files (FN 223-03, AR 340-18-2) Request approval of the disposition instructions contained on the attached page.		
<i>Army copy sent 5/1/80 jn</i>		<i>2 items</i>	

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Item 1</i></p>	<p><u>223-03</u> Command inspection files (DA and major command headquarters). Documents related to the conduct of command inspections. Included are the retained copy of the report sent to the inspected office or organization, supporting papers essential to and filed with the report, correspondence from the inspected office or organization indicating corrective action taken, and documents accumulated in staff offices that furnished members for the inspection team.</p> <p><i>a.</i> Retained copy of the report with essential papers filed therewith: Permanent. Cut off on completion of next command inspection.</p> <p><i>b.</i> Documents accumulated in staff offices, by members of the team: Destroy after 2 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Department of the Army staff agencies, and major command headquarters</p>
<p>3. CURRENT VOLUME.</p>	<p>12 cu ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>3 cu ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>alphabetically by inspected activity and thereunder chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable archival value</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 1-200</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives <del>when 20-25 years old</del> in 5 year blocks when 20-25 years old.</p>
<p>9. ADDITIONAL REMARKS.</p>	