

**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**

JOB NO

**NCI-AU-80-14**

DATE RECEIVED

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-11-79 *James E. O'Neill*  
 Date 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
26 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.	Periodic Reporting Files (FN 1525-05) (AR 340-18-15) Request approval of the recommended disposition instructions on the attached page. NARS has previously determined (NCI-AU-78-42) that permanent retention is not justified.  <i>Attached are excerpts from NCI-AU-78-42, in which it was determined that these files were <u>not</u> archival.</i>		

*15-1072 case out  
 12-12-79  
 Copy to Army  
 NAM  
 JE 12-14-79  
 S*

*1 item*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-15
2. File Number, Title, Description, and Present Disposition Instructions:

1525-05 Periodic reporting files. Installation monthly, quarterly, or other periodic reports such as national cemetery report—Part A monthly summary of interments and gravesites; national cemetery report—Part B quarterly; and similar reports pertaining to interments, gravesite reservations, available gravesites, installation improvements, repairs, equipment, personnel and related subjects.

Offices performing Army-wide staff responsibility: Permanent.

Field offices: Destroy after 5 years.

3. Recommended Disposition Instructions:

Destroy after 5 years