REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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
   J. Carson
   TEL EXT 693-1937

5. 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 ___ pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

   [Box checked] A Request for immediate disposal.

   [Box checked] B Request for disposal after a specified period of time or request for permanent retention.

   C. DATE 10 Jan 80
   D. SIGNATURE OF AGENCY REPRESENTATIVE GUY B. OLDAKER
   E. TITLE Chief, Records Management Division

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   VETERINARY SUBSISTENCE SERVICE FILES, AR 340-18-9

   Documents relating to the sanitary inspections of military facilities engaged in processing, handling, storage, and resale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar or related documents.

   PROPOSED DISPOSITION: Destroy after one year.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

   [Handwritten note] Closed Out 2-11-80.