

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

11/20/80  
 LEAVE BLANK

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

JOB NO  
 NCI-AU-80-22

DATE RECEIVED  
 1-30-80

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  
 Dr. John Henry Hatcher

5. TEL EXT  
 693-1937

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10  
 6-11-80 *Walter M. Stender*  
 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 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 23 JAN 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>FN 715-02 ORGANIZATIONAL ROSTER FILES</p> <p>Documents reflecting military personnel on duty with each organization and used for verifying and reconciling personnel accounting. Included are rosters and similar or related documents, excluding documentation produced by SIDPERS.</p> <p>DISPOSITION: Cut-off at the end of the calendar year. Retire to the <del>National Personnel Records Center (NPRC)</del> * Destroy 75 years after date of cut-off.</p> <p>RATIONALE: The same line of reasoning applies here as was advanced for dropping the Morning Reports from a permanent to a 75-year retention standard. These materials are considered as having no archival value but highly supportive of the Official Military Personnel File in providing clear audit trails between the individual and his military organizational histories. To these ends, we place these materials in the "rights and interests of the individual" category long after having served the ends of the creating organization and the government.</p>		

115-107

\* change made per telecon J. Wallace / J.N. Hatcher -  
 Copy sent to agency 6/9/80