

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

3/18/80

LEAVE BLANK

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

JOB NO

NC1-AU-80-29

DATE RECEIVED

3-18-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)

Department of the Army

2. MAJOR SUBDIVISION

The Adjutant General's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Phil Burnam

5. TEL EXT

693-1937

3-21-80 *James E. O'Neil*  
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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
10 Mar 80	<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
	<p>Commercial-industrial type activity (CITA) program files (FN 1402-25, AR 340-18-14).</p> <p>Description - Commercial-industrial type activity (CITA) program files. Documents accumulated as a result of conducting studies to determine the feasibility of performing commercial-industrial type activities either by in-house or contract. Included are feasibility studies, 5-year review of functions, cost analysis, justifications, approvals, new start proposals, annual CITA inventory, and supporting documents.</p> <p>Disposition - Office performing Army-wide responsibility: Destroy after 6 years.</p> <p>Other offices: Annual CITA Inventory: Destroy after 5 years. Remaining documents: Destroy upon completion of next 5-year review.</p> <p>Background - DA Circular 235-1, 1 Feb 80, changes the <del>previous</del> review cycle for CITA from 3 years to five years. The above disposition reflects this change.</p>		

3 items

*Closed 3-26-80  
Copy to agency (Army)*