

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

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NCL-AU-80-33

DATE RECEIVED  
4-21-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

8-18-80 *James P. O'Hell*  
Date *acting* Archivist of the United States

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's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Phil Burnam

5. TEL EXT  
693-1937

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 15 Apr 80	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>The US Army Tank-Automotive Materiel Readiness Command, Warren, Michigan, US Army Communications Command, Fort Huachuca, Arizona, and US Army Labor Services Agency, Heidelberg, Germany are presently converting <sup>all HC</sup> the documents under FN 228-08, Organizational History Files, to microform under MICRODIS 8047, 4108, and 8042 <sup>all their</sup> respectively. Other Army agencies will likely convert documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standard on the attached page for this file number. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we plan to publish it in AR 340-18-2.</p> <p>a. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. Storage conditions for the silver original microfilm shall adhere to the standards of 101-11.507 and 101-11.508. The first inspection of microfilm required by 101-11.507-2 will be conducted 2 years after the first microfilm is produced.</p>		

*4 items*

115-107

*Pen & ink changes made per conversation with Phil Burnam on 8/1/80 Army copy sent 8/19/80 in copies to ad FRC*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

Item 1

228-08

Organizational history files. Documents reflecting organizational history as described in AR 870-5. Included are the unit history and annual supplements, when prepared; copies of lineage and honors certificates; data on organizational flags, coats of arms, and distinctive insignia (where applicable); citations for organizational decorations; newspaper, book, and magazine clippings; unframed photographs; pictures, certificates, and letters; programs and other data relating to historical ceremonies and organizational traditions; names and social security numbers of all commanders and dates of changes or assumptions of command; copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active Federal (or Military) service; and other documents of primary interest and value to and directly connected with the specific organization.

a. Agencies not converting the data to microform: Permanent\* Transfer to HQDA (DAMH-HSR) WASH DC 20314 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide the proper care for the records. ~~DAMH-HSR will retain the records 15 years and then, in coordination with DAAC AMR, place them in the National Archives.~~

b. Agencies converting the data to microform under an approved MICRODIS:

1. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

2. Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent\* Transfer to HQDA (DAMH-HSR) WASH DC 20314 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide the proper care for the records. ~~DAMH-HSR will retain the records 15 years and then, in coordination with DAAC AMR, place them in the National Archives.~~

(b) Other microform copies: Destroy when no longer needed for current operations.

\* Permanent records will be offered NARS in 5 year blocks when 20-25 years old.