

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

LEAVE BLANK	
JOB NO	NCl-AU-80-34
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	5-2-80
Signature	<i>Walter M. Stender</i>
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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
15 Apr 80	<i>Guy B. Oldaker</i>	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>The US Army Tank-Automotive Materiel Readiness Command, Warren, Michigan is presently converting <sup>all</sup> the documents under FN 228-06, Annual Historical Summary Files, to microform under MICRODIS 8047. Other Army agencies will likely convert <sup>all</sup> 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 <del>documents</del> 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 will publish it in AR 340-18-2.</p> <p>a. The records described on this form will be micro-filmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. The original silver halide or duplicate silver halide microform and one diazo or vesicular copy of the permanent material will be retired to the Federal Archives and Records Center after the necessary quality checks have been performed and the microform has been verified for completeness and accuracy.</p>		

*6 items*

115-107  
*Copies sent  
NAB, NNM,  
Army, All Files*

228-06 Annual historical summary files.  
Documents relating to annual historical summaries prepared by Army Staff Agencies, major CONUS and major OCONUS commands, as required by AR 870-5. Included are annual historical summaries with annexes and attachments and other directly related documents.

Item 1

9. Agencies not converting data to microform:
  1. Summaries and directly related unique background material: Permanent.
  2. Other records: Destroy after 10 years.
6. Agencies converting 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 depicting summaries and directly related unique background material, and one diazo or vesicular copy: Permanent.
    - (b) Original microforms depicting other records: Destroy after 10 years.
    - (c) Other microform copies: Destroy when no longer needed for current operations.

Permanent records will be offered NARS in 5 year blocks when the oldest records in the block are 25 years old.