

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-AU-80-35	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-6-80 Date	<i>Robert W. ...</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 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 is presently converting ^{all} the documents under FN 228-01, Historians Background Material Files, to microform under MICRODIS 8047. Other Army agencies will likely convert ^{all their} documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMP, 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 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 diao or vesicular copy 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> <p><i>All changes have been concurred in by Phil Burnam TAGO on 8/4/80</i></p>	NCL-AU-78-17	4 items

Copies sent to Agency, NMM + NAB

8-12

Item 1

228-01 Historians background material files. Documents used as the background or basis for published historical volumes. Included are internal critiques and outside reviews; the first complete typed draft of the manuscript; special research studies, including pertinent compilations of statistics and charts; personnel diaries, transcripts of personal interviews, memoirs, and personal correspondence between authors and participants; and security and statistical clearance documents.

a. Agencies not converting the data to microform: Permanent.*

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*

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

* Offer date for permanent records

Item 1a--Records that relate to specific volumes or studies will be offered NARS on completion and/or publication of the volume or study to which they relate. Other records will be offered NARS when no longer needed (per NCI-AU-78-17).

Item 1b(2)(a)--Film that results from initial conversion of records to microform will be offered NARS on verification of its archival quality. Subsequent filmings will be offered NARS in 2 year blocks, when oldest film in the block is 2 years old.