

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

LEAVE BLANK	
JOB NO NC1-AU-80-37	
DATE RECEIVED 5-1-80	
• 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-13-80 Date acting	<i>James E. O'Neil</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

John G. Vos

5. TEL. EXT

0X3-1937

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 25 APR 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy 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
1.	<p>PRIVELEGE CARD APPLICATION FILES (FN: 707-05). Documents reflecting applications for privilege cards. Included are DD Form 1172 (Application for Uniformed Service Identification and Privelege Card) and similar or related documents.</p> <p>Disposition: Destroy after 3 years. However, application files for which cards have not been issued will be destroyed after one year or on discontinuance, whichever is first.</p> <p>Rationale: Department of Defense Instruction (DODI) 1000.13, July 16, 1979, changed the expiration date of identification and privelege cards from 6 years to 3 years. Copy of DODI 1000.13 attached as Sample # 1.</p>	1	

*Copy to agency, NNM*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2,	<p>IDENTIFICATION CARD REGISTER FILES (FN: 707-06). Documents used for maintaining accountability for military identification or privilege identification cards. Included are logs, registers and similar documents.</p> <p>Disposition: Permanent.</p> <p>Rationale: DODI 1000.13 establishes that logs indicating the final disposition of each card be maintained as permanent documents for audit trail purposes (para A2c, Encl 4 of Sample # 1).</p>	1	
3.	<p>IDENTIFICATION CARD REQUISITION DOCUMENTS (FN: 707-07). Documents used to requisition, request, or draw down stocks of blank identification cards, submitted by an end-use activity.</p> <p>Disposition: Destroy in current files area after 5 years.</p> <p>Rationale: This new record-keeping requirement is contained in paragraph A2a, Enclosure 4 of DODI 1000.13 (Sample # 1).</p>	1	

*Withdrawn per conversation w John Vos. 5/2/80*