

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

LEAVE BLANK	
JOB NO.	NCL-AU-81-5
DATE RECEIVED	October 27, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-31-80 Date	<i>[Signature]</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 10 OCT 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Chief, Records Management Division
	GUY B. OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Committee Files, FN <u>01-05</u>. This file number is listed in the Common Mission Subfunctional Category of AR 340-18-2 through AR 340-18-15.</p> <p>Description - Documents on establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which DA takes part, as well as committees within all echelons and elements of the Army. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.</p> <p>Disposition - Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record:</p> <p>    a. Elements of HQDA, major commands, and major subcommands: Permanent. Cutoff when no longer needed for current operations.</p> <p>    b. Offer to the National Archives 20 years after cutoff.</p>	<p>FNs 201-05 301-05 401-05 501-05 601-05 701-05 801-05 901-05 1001-05 1101-05 1201-05 1301-05 1401-05 1501-05 3 items</p>	

115-107 #147

Closed Out: 3-23-81: R.T.D.

Copies to Agency: NCL & NCP

Annotated page changes to all FRC's with mass data change worksheets, per NCD 81-90.

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

**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
	<p><b>2.</b> Elements at other command levels: Destroy 10 years after committee is dissolved.</p> <p><b>b.</b> Offices of other committee members: Destroy when no longer needed for current operations.</p> <p>Background - Under Job # NCI-AU-78-64, NARS determined that committee files accumulated by activities below major subcommand level do not possess sufficient archival value to warrant permanent preservation and accession into the National Archives. This action establishes a retention period of 10 years after dissolution of the committee for Army elements below major subcommand level. This retention period meets current Army requirements.</p>		