

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-81-7	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 1 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
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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>DA Trip Book Files, FN 223-02, AR 340-18-2.</p> <p>Description - Documents used to prepare information and trip books for visits of the Secretary of the Army, Under Secretary of the Army, Assistant Secretaries of the Army, The Chief of Staff, the Vice Chief of Staff, and Heads of DA Staff Agencies, to commands, installations, and activities. These books include data for purposes of information, discussion or inquiry; biographies and photographs of key personalities; map and organizational charts of the activity to be visited; and pertinent general information.</p> <p>Disposition - Destroy after 1 year.</p> <p>Background - The information in these books is quickly outdated after completion of the visit. Experience has shown that references are infrequent and seldom go beyond one year.</p>		<p>319 223-02A</p> <p><i>1 item</i></p>

115-107 #149 Closed Out: 11-17-80: K.T.?)
Copy sent to Agency