

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

LEAVE BLANK	
JOB NO.	
NCl-AU-81-11	
DATE RECEIVED	
November 17, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
11-19-80 Date	<i>Robert M. King</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.  
 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 7 Nov 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
1.	<p>PERSONNEL PROCESSING ACTIVITIES REPORTING FILES (File Number 706-01, AR 340-18-7). Documents providing data for planning purposes, for reporting purposes, and for evaluation of personnel processing procedures at personnel processing activities. Included are letters, forms, and related documents.</p> <p><u>Disposition:</u> Destroy after 2 years.</p> <p><u>Background:</u> For the office requiring the reports, this record series was originally designated permanent per Job # NN-166-204, approved 7-27-66. The retention for the office requiring the reports was reduced to 10 years per Job # NCl-AU-76-20, approved 4-15-76; however, through administrative oversight, the reduced retention period was not published in AR 340-18-7. The proponent of the function (the requiring office, US Army Military Personnel Center) has determined that a retention period of 2 years satisfies all reference requirements of the requiring office.</p>		1 item

*Closed Out: 11-24-80: R.T.D.  
 Copies sent to Agency*