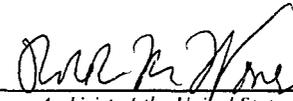


**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK
JOB NO <b>NCI-AU-81-12</b>
DATE RECEIVED <b>11-24-80</b>
NOTIFICATION TO AGENCY
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>
<i>Nov 26, 80</i> Date  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  
**Dr. Hatcher**

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 <b>24 NOV 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE <b>Chief, Records Management Division</b>
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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><b>Congressional Visit Reporting Files (FN 411-05, AR 340-18-4)</b></p> <p>Description - Documents reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DA. Documents include -</p> <ul style="list-style-type: none"> <li>a. The name of the visiting congressional committee or survey group.</li> <li>b. Subject of the visit.</li> <li>c. Reference copies of correspondence.</li> <li>d. Requests for travel orders.</li> <li>e. Messages.</li> <li>f. Financial statements and similar data.</li> </ul> <p>Disposition - Destroy after 6 months.</p> <p>Background - Congressional visit reporting files are accumulated during Army sponsorship of congressional travel and serve only a temporary purpose in completing the required mission. Upon completion of a congressional trip, the file is used for reference only for a short period of time. The requested 6 months retention period will satisfy present Army requirements and will also follow the present Air Force and Navy retention pattern.</p>		

*Army copy sent 12/4/80  
#154 Closed Out. 12-4-80: K.T.J.*

*1 item*