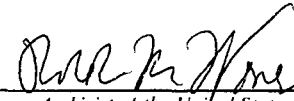


REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCI-AU-81-12
DATE RECEIVED 11-24-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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>  <small>Date Archivist of the United States</small>

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 24 NOV 1980	D. SIGNATURE OF AGENCY REPRESENTATIVE 	E. TITLE Chief, Records Management Division
-------------------------------	--	---

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Congressional Visit Reporting Files (FN 411-05, AR 340-18-4)</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"> a. The name of the visiting congressional committee or survey group. b. Subject of the visit. c. Reference copies of correspondence. d. Requests for travel orders. e. Messages. f. Financial statements and similar data. <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