

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1-AU-81-27	
DATE RECEIVED March 12, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-12-81 Date	<i>Robert W. War</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 5 Mar 81	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>PRIVATE ORGANIZATION FILES (new record series--to be assigned FN 725-08, AR 340-18-7). Documents about private organizations which are authorized to operate on Army installations in accordance with AR 210-1. These records are maintained by the authorizing installation. Included are private organization checklist; charter and/or constitution and bylaws; requests for permission to operate, including support documentation and installation approval letter; annual revalidation; copy of minutes of latest meeting, if required by the Commander; copy of latest financial statement; copy of latest audit; current list of officers; copy of IRS tax exempt status or documentation to show that proper taxes are being paid; and related papers. NOTE: These records are exempt from requirements of AR 380-13, Acquisition and Storage of Information Concerning Non-affiliated Persons and Organizations.</p> <p><u>Disposition:</u> Destroy 1 year after private organization ceases to operate on the installation.</p> <p><u>Background:</u> The creation of this new record series is necessary in order to identify distinctive records which concern the authorization and operation of private organizations on Army installations. These include professional, scientific and management groups; sports, hobby, and crafts organizations; religious groups; distaff organizations; youth organizations; and community service and benevolent groups.</p>		1 item