

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

4/15/81 ✓

LEAVE BLANK	
JOB NO	NCI-AU-81-34
DATE RECEIVED	April 15, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>[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  
**Gerre Turney**

5. TEL. EXT  
**325-6045**

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 2 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 <i>7 Apr 81</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY E. OLDAKER	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>Master Planning Files. (FN 1502-06.) Documents relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan, which consists of basic information maps, analysis of existing facilities reports, tabulation of existing and required facilities, preliminary land use plans, and plans for future development (which include the general site plan, analytical report, background material, and related correspondence).</p> <p><del>NOTE: One set of master planning files will be retained permanently for retirement to the Washington National Records Center. Retirement will be made by the appropriate</del></p> <p>installation on discontinuance or on revision of the master plan as a result of mission changes.</p> <p>1. Installation to which the plan pertains: (a) Installations listed in the National Register of Historical Places: Permanent; (b) Other installations: Destroy 20 years after supersession or 20 years after the installation is transferred from Army control, whichever is first.</p> <p>2. OCE: Destroy upon supersession or when the installation is transferred from Army control, whichever is first.</p> <p>3. Other offices: Destroy after 6 years, except the master plan will be destroyed upon supersession or discontinuance of the installation or facility.</p>		4 items

115-107

*Closed Out: 5-29-81: R.T.D.*

*Copy to #180 All FRCs, Agency & NNM except 3 NCM, 6 NCP & 6 NCP*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
EPMR (41 CFR) 101-11.4

## Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF  
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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><u>BACKGROUND:</u> Disposition Job NCl-AU-79-70 (Reference) and NARS letter, 15 April 1980 (Reference)</p> <p>File Number 1502-06 has been modified, per your recommendation, to provide for the permanent retention of only those records that pertain to installations listed in the National Register of Historical Places. The above retention meets present Army administrative requirements.</p> <p><i>Gerre Turney (AGO/RMD) has agreed to changes made in this schedule.</i></p> <p><i>R. W. Storm, Jr. (NARS/NCD)</i> <i>30 April 1981</i></p>		