REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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 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
3/19/81

D. SIGNATURE OF AGENCY REPRESENTATIVE
GUY B. OLDAKER

E. TITLE
Chief, Records Management Division

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
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</thead>
<tbody>
<tr>
<td>Ground Maintenance Files. (FN 1508-04) Documents relating to the criteria, practices, and application of measures for the development and improvement of lands of military reservations, including cemeteries and golf courses.</td>
<td>Offices performing Army-wide responsibility: Destroy after 6 years.</td>
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<td>Other offices: Destroy when no longer needed for current operations.</td>
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<td>JUSTIFICATION: The above retention meets present Army administrative requirements.</td>
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STANDARD FORM 115
Revised April, 1975
Prepared by General Services Administration
FPMR (41 CFR) 101-11.4