

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

4/6/81 ✓

LEAVE BLANK	
JOB NO	NC1-AU-81-48
DATE RECEIVED	April 6, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-13-81 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 20 APR 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> GUY B. 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><u>Installation Maintenance Program Files. (FN 1508-02)</u> Documents relation to long-range programs which concern the upkeep of buildings, roads, railroads, and grounds, including insect and rodent onctrol and sanitary fill and dump areas, or other documents necessary to maintain essential data on the conditioning of the above facilities.</p> <p>A Offices performing Army-wide responsibility: Destroy after 6 years.</p> <p>B Other offices: Destroy when no longer needed for current operations.</p> <p>NOTE: Files retained at the installation will remain in the building and grounds when transferred from the jurisdiction of the Army.</p> <p>JUSTIFICATION: The above retention meets present Army administration requirements.</p>		<i>2 1/2 hr</i>