

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

*Wallace 2/11/82*

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

Phil Burnam

5. TEL EXT

325-6044

LEAVE BLANK	
JOB NO	<u>NCI-AU-82-12</u>
DATE RECEIVED	<u>February 11, 1982</u>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>7-29-82</u> Date	<u>[Signature]</u> Archivist of the United States

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 <u>26 Jan 82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	E. TITLE <u>Chief, Records Management Division</u>
	GUY B. OLDAKER	

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
<u>1</u>	<p><u>Instruction Files.</u> (File number <u>01-01</u>, AR 340-18-2 thru AR 340-18-16).</p> <p>Description - Documents related to preparing, coordinating, issuing, and interpreting directives, regulatory instructions, and comparable instructional material. These records accumulate in offices responsible for preparation and interpretation of instructions, including coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memorandums, circulars, pamphlets, and bulletins; SOP's or similar issuances, messages used for expeditious interim changes to instructions; technical news letters or comparable media used to forward semi-official and authoritative instructions.</p> <p><b>a.</b> Disposition - Offices of Headquarters, Department of the Army, offices of major Army commands, and offices of major Army sub-commands; elements in a combat zone or designated as a combat support element in a combat zone: Permanent.</p> <p><b>b.</b> Other offices: Destroy when superseded, obsolete, or no longer needed for reference.</p> <p><i>Agency copy sent 9/1/82 gm</i></p>		<u>2 items</u>

#82-8

*Mass Data Change sheet sent with Annotated Page Changes 9/1/83*

Request for Records Disposition Authority - Continuation		JOB NO	PAGE OF 2 of 2
7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Rationale - Instruction files appear in AR 340-18-2 thru AR 340-18-16 as the first file number in each regulation. They are called common mission files since they may accumulate in any office to document performance of its assigned mission. These files reflect basic policy decisions and merit permanent preservation at levels having significant or Army-wide program responsibilities. Such program responsibilities go down to major sub-command level. The above proposed disposition instructions cover this scope. Elements below major sub-command level primarily implement instructions issued at higher command levels.</p> <p>Volume of permanent files is approximately 370 cubic feet and annual accumulation is approximately 100 feet.</p> <p style="text-align: center;">50</p> <p><i>Permanent records will be offered NARS in 5 year blocks when 20-25 years old.</i></p>		