

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-AU-83-19	
DATE RECEIVED 4/11/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
12-8-83 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. 325-6044

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 29 Mar 83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E. TITLE Archivist of the Army
DR. JOHN HENRY HATCHER		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>(PROPOSED) <u>Civil Works Guide Specification Files</u>. (FN 1518-07). Specifications and related correspondence used as guides for civil works construction contract specifications.</p> <p><u>Disposition:</u> HQUSACE/OCE: Cut off on supersession, or obsolescence, as reference needs require. Destroy after 7 years.</p> <p><u>Other offices:</u></p> <p>a. Correspondence: Destroy after 2 years. b. Specifications: Destroy when superseded or when no longer needed for current operations.</p> <p><u>JUSTIFICATION:</u> A file number was proposed to address Civil Works Specifications. The seven year retention is recommended to provide a sufficient length of time for administrative, legal and fiscal needs of the proponent office. The above meets present Army requirements.</p> <p><i>Mass Data Change Sheet Not Needed</i></p>		