REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO. NC1-AU-84-2
DATE RECEIVED 10/4/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
1-9-84 Date — Robert M. Warner, 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: ED LESKO

5. TEL. EXT.: 325-0313

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
23 SEP 1983	JOHN HENRY HATCHER, Ph.D	Archivist of the Army

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	BACKGROUND: File Number 227-04 - Centralized Background Instruction Files. This is a revision of this file number, which involves the title, description, and disposition instructions. The Army concurs with your appraisal of the Centralized Background Instruction Files, as applies to Joint Travel Regulations (JTRs), pointed out in your letter 22Jul82. These files are arranged by issuance, in chronological order. The total volume to date is approximately 500' and the annual volume accumulated is approximately 20 feet. These files will be offerred to NARS in 5 year blocks when 20-25 years old. Request approval of the disposition standards as indicated below: DESCRIPTION: FN 227-04 Centralized Instruction Backgound Files. Information relating to the preparation, review, and issue of regulations, memorandums, circulars, pamphlets, and comparable publications. Included are studies, coordinating actions, recommendations, concurrences, and similar information that provide a basis for issuance or that contribute to the content of the publication. Mass Data Change Sheet Not Needed	NC-AU-75-3 NN-165-105	6

115-107

Army 1087 sent 1/23/84 on #83-57

NNM + NNB sent 2-13-84 by DMW.

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. Instruction background information pertaining to Joint Travel Regulations accumulated by the office responsible for developing JTRs. DISPOSITION: Destroy when no longer needed for current operations.		
	b. Instruction background information accumulated by offices of HQDA and offices of major command and major sub-command headquarters, and elements in a combat zone. DISPOSITION: 1. Agencies not converting the data to microform. Permanent. Cutoff annually or on supersession or obsolescence as reference needs require. 2. Agencies converting the data to microform under an approved micrographic system: a. Original documents. Destroy after verification that the microforms meet prescribed quality standards and that the microform is an adequate substitute for the original documents. b. One silver halide microform set and one diazo or vesicular copy. Permanent. c. Other microform copies. Destroy when no longer needed for current operations.		
	c. Instruction background material accumulated by other offices. DISPOSITION: Destroy when no longer needed for current operations.		
	Microfilm will be inspected in accordance with 41 CFR 101-11.507.2.		

GPO : 1975 O - 579-387