REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO
GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

FROM (Agency or establishment)
Department of the Army

MAJOR SUBDIVISION
The Adjutant General's Office

MINOR SUBDIVISION
Records Management Division

NAME OF PERSON WITH WHOM TO CONFER
Cliff Jones

TELEPHONE EXT
325-6044

DATE
2-21-77

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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A GAO concurrence is attached, or is unnecessary.

DATE
2-21-77

SIGNATURE OF AGENCY REPRESENTATIVE
W.R. BOARDMAN, CRM

TITLE
Army Records Manager

ITEM NO
8 DESCRIPTION OF ITEM
(UnWith Inclusive Dates or Retention Periods)

4302-07 Unfunded study files. (Planned MARKS Number 70-35a)

BACKGROUND: This file number was rescinded sometime around 1978. Function is being performed at various research and development commands within the Army. We need to reinstate this number. The disposition has been changed to meet current Army requirements.

4302-07 Unfunded study files

Description
Information related to studies conducted and funded by civilian concerns as a part of their defense oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and similar information.
Disposition

a. Sponsoring developing agencies or commands:

(1) Final reports: Permanent.

(2) All other files: Destroy 5 years after completion of study.

b. Technical monitoring office: Destroy 5 years after completion of study.

c. Monitoring office: Destroy 2 years after completion of study.
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