

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

LEAVE BLANK	
JOB NO <b>NC 1-330-77-7</b>	
DATE RECEIVED <b>NOV 4 1976</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>2-15-77</i> <i>James E. O'Neill</i> Date acting Archivist of the United States	

*2 items*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Office of the Secretary of Defense

2. MAJOR SUBDIVISION  
OASD(C)

3. MINOR SUBDIVISION  
OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER  
James S. Nash

5. TEL EXT  
695-0970

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
29 Oct 76	<i>James S. Nash</i>	Records Administrator	1	<p>a. Authority is requested to dispose of the hard copy of National Guard and Reserve Manpower Strengths and Statistics Reports for the year 1974 to present and replace them with microfiche. Thereafter, the reports will be produced by COM with no hard copy output. They are permanent records as defined by para 3b-2c of OSD Administrative Instruction 15/5. These reports show the monthly strength, force profile, gains, and losses of all Reserve Forces. Attached is a summary of the data contained therein. The U.S. Air Force Microform Service Center will do the microfiche aspect and the USAF Data Service Center will produce the COM output.</p> <p>b. <i>Microform record: Permanent.</i> This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41CFR101-11.504 and that the silver original microfilm plus one positive copy of each microfilm shall be <del>offered</del> <i>transferred</i> to the Washington National Federal Records Center, <i>and offered to NARS in 10 year-increments.</i></p>		

*Volume: Less than one with annually  
Arrangement: Chronologically by month  
List to agency & NCW - 2/17/77 of report.*