

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER	11-AU-97-1
1. FROM (Agency or establishment) U.S. Army		DATE RECEIVED	2-5-97
2. MAJOR SUBDIVISION U.S. Army Publishing and Printing Command		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION USA Publishing and Records Mgt Center, Records Management Div		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Betty S. Burton	5. TELEPHONE 703-806-4388	DATE <i>for</i>	ARCHIVIST OF THE UNITED STATES
		2/12/97	<i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 30 Jan 97	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> HOWARD N. GREENHALGH	TITLE Chief, Records Management Division
-------------------	----------------------------------------------------------------------------------	---------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	FN: 1-20d Title: Congressional visit reports Authority: Privacy Act: Not applicable. Description: Information reporting visits by members or staff members of congressional committees (except appropriation committees) to any element of DA. Information includes the name of the visiting congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements, and similar data. Disposition: All offices responsible for coordination of DA congressional liaison activities: Destroy after one year. BACKGROUND: OCLL has requested disposition be changed to one year. NARA letter dated 3 Dec 80 approving the six-month disposition, requested submission of new SF 115 requesting an amended retention period, if the Army decided the retention period was not adequate for administrative purposes.	NC1-AU-81-12	