

6117

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

All

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

LEAVE BLANK	
DATE RECEIVED MAY 8 1975	JOB NO NC - <i>ALL-75-27</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
5-16-75	<i>James B. Road</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE ARMY

2. MAJOR SUBDIVISION
THE ADJUTANT GENERAL CENTER

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. E. Bonnell

5. TEL EXT
31939

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

5/5/75
Date

[Signature]
(Signature of Agency Representative)

Chief, Records Management Division
(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Military Real Property Record Drawing Files</u> (FN 1508-10)</p> <p>Records for disposal are maintained at the Military District of Washington Facilities Engineers with locations at Fort McNair, Fort Myer, and Cameron Station. They consist of as built engineering drawings used for the transmittal and distribution of all organized technical information, data and instructions contained within the drawings as well as conducting space surveys, planning and implementing renovations and modifications to buildings and grounds at Cameron Station, Fort Myer and Fort McNair. The files are scheduled for destruction 1 year after consummation of the real property disposal action.</p> <p>Records will be converted to microform (MICRODIS Number 4102-7A2C). Film will be prepared in accordance with the provisions of FPMR 101-11.504.</p> <p>Request authority to destroy the paper records after microfilming.</p> <p><i>a. Destroy paper records after microfilm prepared to be an adequate substitute.</i></p> <p><i>b. Destroy microfilm when buildings are demolished or removed from government ownership or when documents become obsolete. Do not transfer to FRC.</i></p>		

*Copy to Agency
WNRC 5/20/75*

5/9/75

Change with approval of R. Bonnell (PL). If requested, these drawings may be turned over to the user