

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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 Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr C A Burgess

5. TEL. EXT.
693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 11 1975	JOB NO. NC1 - AU-76-18 ¹⁶
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 "with-drawn" in column 10.	
12-29-75 James B. Rhoads (Date) <i>Archivist of the United States</i>	

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.

10 DEC 1975

Cyrus H. Fraker
for **S. J. POMRENZE**, Chief, Records Management Division, TAGCEN

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Baptism, Marriage, and Funeral Files. File No 722-02, AR 340-18-7. MICRODIS Number 3052.</p> <p>Documents are maintained in the Office, Chief of Chaplains, Department of the Army. They relate to the reporting of each baptism, marriage, and funeral services performed by military chaplains, auxiliary chaplains, and other authorized civilian clergyman for military personnel and authorized civilians. Destroy in current files area after 50 years has been approved per Job No NC-AU-75-35, 17 July 1975.</p> <p>Approximately 95,000 records, dated 1970 through 1975 will be converted to microform in accordance with 41 CFR 101-11.504. Continued microfilming of these records will be accomplished at 5-year intervals.</p> <p>a. Use of the microform records will be in accordance with 41 CFR 101-11.505.</p> <p>b. Request approval under the provisions of 41 CFR 101-11.507b for the destruction of paper records or other source documents after the film tests prove the microforms to be adequate substitutes.</p> <p>A. Microfilmed records: Destroy when 50 years old.</p> <p>B. Paper records: Destroy immediately after microfilm proves to be an adequate substitute.</p>		

Copy to Agency 1-6-76