REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

2 items

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	5. TEL. EXT.
R. E. Bonnell	693-1939

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.

6 Feb 76	S. J. POMRENZE	Chief, Records Management Division
Date	(Signature of Agency Representative)	(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Accounting Documents Files. (FN 302-06, AR 340-18-3) Disposition is destroy after 3 years except that documents relating to exceptions taken by GAO will be retained until cleared by a satisfactory reply to the notice of exception and then destroyed. (MICRODIS 5075) The records accumulate in the Finance and Accounting Activity of Headquarters, US Army Security Agency, Arlington Hall Station, Arlington, VA. They consist of obligation documents, purchase orders, invoices and vouchers, receiving reports, and similar documents. The records accumulate at the rate of approximately 150 cubic feet per year. They will be converted to microforms IAW 41 CFR 101-11.507(c)(2). Use of the microforms will be IAW 41 CFR 101-11.505. Request authority to destroy the paper records after microforms prove to be an acceptable substitute.		

Copy to Agency

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