

**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

J. Roach

5. TEL. EXT.

31938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED OCT 6 1976	JOB NO. NC 1-AU- 88-1
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.	
(Date)	Archivist of the United States

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.

30 Sep 76
Date

S. J. POMRENZE
(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
1.	Army Budget Ledger Files (FN 318-21) (MICRODIS 5086) Files consist of general and subsidiary ledgers used to control all financial transactions made by and for the Army. Maintained at Headquarters, Department of the Army, Office of the Comptroller of the Army. A 13 linear feet backlog and an annual accumulation of 7 feet will be converted to 24X microfiche in accordance with 41 CFR 101-11.504. The silver master microforms plus one diazo copy of each microform will be offered to the federal records center upon verification that the film meets the requirements of 41 CFR 101-11.504. An appropriate index for retrieval will accompany the retired microforms. Use of microforms will be in accordance with CFR 101-11.505. Request approval to destroy original paper files after filming.		
2.	Operating Program Progress Reporting Files (FN 211-03) (MICRODIS 5086). Files consist of documents reflecting performance, progress, accomplishments, deficiencies and problems in relation to program goals. Included are cost and performance reports, statements of analysis, commanders summaries, and related documents. Maintained in Office of Comptroller of the Army. A backlog of 13 linear feet and an annual accumulation of 7 feet will be converted to 24X microfiche IAW 41 CFR 101-11.504. The silver master microforms plus one diazo copy will be offered to the federal records center upon verification that the film meets the requirements of 41 CFR 101-11.504. An appropriate index will accompany the retired microforms. Use of the microforms will be IAW CFR 101-11.505. Request approval to destroy original paper records after filming.		

These are permanent files.