

**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

3. MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONTACT

John Roach (MICRODIS No. 5054-0ZZ4)

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE

*Wendell Boardman
27 Nov 76
137 22 Nov 76*

LEAVE BLANK	
DATE RECEIVED NOV 24 1976	JOB NO. NC 1-ACI-77-41
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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

8 2 NOV 1976

Wendell Boardman
for **S. J. Pomrenze, Chief, Records Management Division**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Program and Budget Guidance Files, FN 210-03.</u> Offices of the DA Staff responsible for preparation approval, and issue: <u>Permanent. OFFER TO NATIONAL ARCHIVES WHEN 20 YEARS O-D</u></p> <p>1. These are permanent records maintained by the Deputy Chief of Staff for Personnel in the Directorate of Plans, Programs and Budget (DAPE-PBB) and accumulate at the rate of 7 1/2 feet per year. Conversion to microfilm will release approximately 180 feet of records.</p> <p>2. This request represents an ongoing project for the destruction of hardcopy and the microfilming of the same.</p> <p>3. The records will be converted to microfilm IAW 41 CFR 101-11.504. The silver original microfilm plus one diazo copy of each microform will be retired upon verification that the film meets the requirements of 41 CFR 101-11.504.</p> <p>4. The use of microform copies will be under IAW 41 CFR 101-11.505.</p> <p>5. Request authority to microfilm and destroy hard copy and retire as permanent the microfilm.</p>		