

**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

R. S. Christian

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>DEC 8 1976</b>	JOB NO. <b>NC 1-44-77-47</b>
NOTIFICATION TO AGENCY	
<p>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.</p>	
1-28-77 (Date)	<i>James R. Boardman</i> 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.

7 DEC 1976

*Wendell Boardman*  
for 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
	<p>National stockpile shipping files. (FN 1421-15) Documents relating to the transportation of strategic and critical materials stored by the Army for the General Services Administration. Included are memorandum copies of bills of lading with supporting documents such as freight classification; export certificates or declarations; transit certificates such as GSA Form 287, TPU Form 12; demurrage car record books; and similar documents.</p> <p>Destroy 3 years after all stored material of like kind and grade has been shipped out.</p>		

*SENT to NCW - 2/2/77*  
*SENT to Agency - 2/2/77*

<i>File No</i>	<i>Description</i>	<i>Disposition</i>
1421-12	National stockpile account files. Documents relating to the receipt, storage, and inventory of strategic and critical materials stored by the Army for General Services Administration, Defense Materials Service. Included are inventory record cards which reflect the program designation of material stored, commodity name, commodity grade, unit of measure used, and number assigned to commodity type, and vouchers with supporting documents such as receiving and shipping reports, adjustment documents, and related papers	Destroy 2 years after out shipment of material.
1421-13	National stockpile voucher register files. Registers maintained to assign voucher numbers in numerical sequence to vouchers relating to the receipt, storage, and shipment of strategic and critical materials for the account of the General Services Administration, Defense Materials Service	Destroy 6 years after individual sheets or individual bound books are filled
1421-14	National stockpile reporting files. Documents reflecting the storage space allocated and occupied by the strategic and critical materials stored by the Army for the General Services Administration, Defense Materials Service. These reports also reflect the quantity of each commodity stored and the last receiving report number and outbound report number used by the storing activity.	Destroy after 2 years
1421-15	National stockpile shipping files. Documents relating to the transportation of strategic and critical materials stored by the Army for the General Services Administration. Included are memorandum copies of bills of lading with supporting documents such as freight classification; export certificates or declarations; transit certificates such as GSA Form 287, TPU Form 12, demurrage car record books, and similar documents	Permanent. Cut off on completion of shipment
/ 1421-16	Packing, boxing, and crating files. Documents relating to assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents	Offices performing Army wide staff responsibility: Permanent Other offices: Destroy when superseded obsolete, or no longer required for reference, whichever is first.
1421-17	Box and crate work order files. Box and crate shop work orders and supporting papers initiating all work performed by this activity and reflecting the status of work in process, in terms of materials and man hours consumed and work accomplished.	Destroy after 3 months
1421-18	Box and crate order and control register files. Documents used in connection with controlling operations, production scheduling, future production requirement, unit cost determinations, and similar matters	Destroy after 1 year