

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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

Lillian B. Faison

5. TEL. EXT.

693-1937

LEAVE BLANK	
JOB NO	NC 1 A4 77 106
DATE RECEIVED	2 MAR 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
WITHDRAWN	
Date	Archivist of the United States

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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<u>4</u>	 GUY B. OLDAKER	Acting Chief, Records Management Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Letter Requirement Files (FN 231-03, AR 340-18-2). Documents relating to preparation, coordination and authentication of Letter Requirement (LR) by the combat developer and materiel developer of requirement statements for acquisition of low value items. Included are new LR and revisions to existing SMALL Development Requirements (SDR), coordinating actions, copies of published LR and SDR, and communications relating to them.</p> <p>Disposition: HQ TRADOC or other combat developer office responsible for preparing and submitting requirement to HQDA and HQDA ^(DAGCORS) office having approval authority for requirement documents. Permanent. Cut off on disapproval/withdrawal, deletion or type classification of the requirement. Retain for 3 years and retire.</p> <p>Other offices: Destroy after 2 years or 2 years after completion of project, as appropriate.</p> <p>Request authority to revise disposition instructions for FM 231-03, Letter Requirement Files (formerly Small Development Requirement Files). Due to changes in procedures and operations it is necessary to revise the description of records maintained although the function remains the same. These changes also require slight rephrasing of the</p>		WITHDRAWN

2 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>disposition instructions. In addition, in accordance with the Army's efforts to review all records designated as "permanent", this request is being submitted for approval of the revised description and disposition instructions, as well as the permanent designation. Records accumulate at HQ TRADOC, combat developer offices, and in the office of the Deputy Chief of Staff for Operations and Plans. Present volume is 1 linear foot and they accumulate at a rate of 1/8 linear foot annually. They are arranged chronologically and will be offered to the National Archives after 25 years.</p>		