

**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  
Mr C A Burgess**

**5. TEL. EXT.  
6931938**

**6. CERTIFICATE OF AGENCY REPRESENTATIVE:**

LEAVE BLANK	
DATE RECEIVED <b>6 JUL 1977</b>	JOB NO. <b>NC1 AU 77 153</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
(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.

5 Jul 77   
Date (Signature of Agency Representative) **GUY B. OLDAKER, Actg Chief, Records Mgt Div, TAGCEN** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>Activity Reporting Files, File No. 902-02, AR 340-18-9. Documents reflecting the activities of the Army Medical Departments, such as narrative accounts of the organization; sanitation at the organization; steps taken for the prevention of diseases, morbidity, and mortality of troops servicing the organization; and other subjects of hygiene and professional medical interest. Included are activities reports, statistical tables and charts appended thereto, and similar or related documents.</p> <p>a. Office performing Army-wide staff responsibility: Destroy after 10 years.</p> <p>b. Reporting offices: Destroy after 5 years.</p> <p>NOTE: Reports are created by Medical Department Activities throughout the Army and furnished to the Surgeon General, Hq DA, who has Army-wide staff responsibility for establishing health standards applicable to Army personnel. Reports are used in formulating policies and regulations concerning the health aspects of Army environmental programs and in the evaluation and coordination of worldwide command programs to protect and enhance health by control of environment and prevention of disease. Retention periods cited above are adequate for Army purposes; the records have no archival value.</p>		<u>Withdrawn</u>

*1 item*