

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 AU 78 21
DATE RECEIVED	1 FEB 1978
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

James D. McGill

5. TEL. EXT.

693-1937

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
25 Jan 78	<i>Guy B. Oldaker</i>	Chief, Records Management Division
	GUY B. OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>File description and disposition are contained in the attached <u>1</u> page and relate to Army publications.</p> <p>Request approval of permanent retention.</p> <p style="text-align: center; font-size: 2em;"><i>Withdrawn</i></p>		

Closed 4-11-80 j E

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>227-15 ★ Permanent order background files. Documents relating to the preparation, review, and issue of permanent orders. Included are studies; documents reflecting coordinating actions, recommendations, or concurrences; and similar documents that provide a basis for issuance or contribute to the content.</p> <p align="center">Permanent.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA and other elements of the Army creating Permanent Orders.</p>
<p>3. CURRENT VOLUME.</p>	<p>75 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>40 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Numerical</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Background materials provide supporting documentation to Permanent Orders* which are used for awards and unit orgn actions.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 310-10</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>*The related NARS job is NCI-AU-76-36.</p>