

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC 1A 78 61</b>	
DATE RECEIVED <b>21 FEB 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>Rejected</b>	
Date <u>                    </u> 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 Center

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
16 Feb 78	<i>Greg B. Oldaker</i>	Chief, Records Management Division
	GLY 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 contained in the attached page and relate to the development of time-phased schedules for obtaining the forces, facilities and materials required to meet the broad objectives.</p> <p>Request approval of permanent retention.</p> <p><b>FN 210-07.</b></p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>210-07 Troop basis files. Documents relating to the preparation, review, and approval of detailed listings of TOE and TD units within agencies and commands and the strength of such units as recommended by the agency or command. (Major commands and agencies are required to establish the units specified in the force structure of the program guidance but are not bound to any specified unit strength as long as the total command or agency manpower ceiling is not exceeded.) Included are troop basis print-outs, changes, approvals, and related papers.</p> <p>a Offices of the DA Staff responsible for approving implementation of the troop basis: Permanent.</p> <p>b Other offices: Destroy on supersession or when no longer needed for reference.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA, Deputy Chief of Staff for Operations and Plans</p>
<p>3. CURRENT VOLUME.</p>	<p>5 lin ft</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>2 lin ft</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>By Agency/Command and thereunder chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Contains records of probable historical, administrative or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 71-2</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>	