

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC1 AU 78 74	
DATE RECEIVED 25 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 26 Apr 78

D. SIGNATURE OF AGENCY REPRESENTATIVE *Gay B. Oldaker*

E. TITLE Chief, Records Management Division

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 dispositions are contained in the attached <u>1</u> page and relate to Military History Program and Operations Files.</p> <p>Request approval of permanent retention.</p> <p>Pen and ink changes made per conversation with John Roach of TAGO.</p> <p>gm 3/3/80 Withdrawn</p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18- <u>2</u></p> <p>FILE NUMBER, DESCRIPTION, AND DISPOSITION</p> <p><i>Withdrawn</i></p>	<p>225-13 Personal paper files. Senior officials, such as Army Secretaries, Under Secretaries, Assistant Secretaries, and general officers, often accumulate copies of documents reflecting significant decisions, events, or transactions in which they are personally involved because of their official positions. Papers in these collections are usually retained on a highly selective basis and often document significant events, activities, decisions, or transactions equally or more effectively than the documentation maintained by the office of record. These collections should be maintained separately and identified with the individual official accumulating them, such as, "MG Smith's personal paper files." Official record copies should never be included in these collections. Official record copies of all documentation should be filed in and properly disposed of with related files maintained by the office of record.</p> <p><i>Note.</i> All records and copies thereof made or received by military or civilian members of the Army in the course of the conduct of Government business are official Government files. No person acquires a proprietary interest in any official documentation by virtue of his military or civilian position.</p> <p>Permanent. On retirement or separation of the individual, transfer to the US Army Military History Research Collection, Carlisle Barracks, PA 17013. Earlier transfer is authorized.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>HQDA and major and subordinate commands. US Army Military History Research Collection, Carlisle Barracks, PA 17013</p>
<p>3. CURRENT VOLUME.</p>	<p>2,000 lin ft.</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>40 lin ft.</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Chronological/alphabetical by name</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>Provides an audit trail of decisions, actions and plans believed to be of historical and archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>AR 870-10</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives when and if the Military History Research Collection is discontinued.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p><i>30 years after the retirement or separation of the individual who maintained the files.</i></p>