

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCI 40 78 76
DATE RECEIVED	24 MAR 1976
NOTIFICATION TO AGENCY	
<small>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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
<i>Withdrawn</i>	
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
Office of The Adjutant General

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL. EXT.
693-1939

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 10 MAR 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>In accordance with CFR 101-11.503.1 request authorization to destroy paper records after converting to microform. The records are maintained at the Morris Swett Library, US Army Field Artillery School, Fort Sill, Oklahoma. NARS, by letter 15 November 1977, stated that special collections accumulated in service school libraries are record material and that when Army submitted a SF 115 governing the disposition of these records, it would make a determination whether or not they merit permanent retention. This request assumes the collection is permanent.</p> <p>This unique collection or original source material relates to Fort Sill, the Field Artillery Corps, and the Field Artillery School. The material includes studies prepared by school students and Army officials, test reports, reports of major field exercises, enemy interrogation reports, reference notes, post school programs of instruction, historical material, and other written lore of the United States Field Artillery, etc. Approximately 520,000 pages of material will be converted to microform. Annual growth is estimated at 100,000 pages which will also be converted to microform.</p>		

Withdrawn: 11-24-80: K.T.D

Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Disposition:</p> <p>Paper Originals: TEMPORARY. Destroy upon verification that microfilm meets the standards set forth in 41 CFR 101-11.504. However, the librarian may preserve original documents, which in his or her opinion are appropriate for exhibits, displays, and similar purposes. These materials will be retained at Fort Sill until no longer needed.</p> <p>Microfilm Copies: PERMANENT. A silver original and a reference print will be offered to the National Archives upon verification that the film meets the requirements set forth in 41 CFR 101-11.504.</p> <p>The first inspection of microfilm will be made within 2 years of filming in accord with 41 CFR 101-11.506-8.</p>		