REQUEST FOR RECORDS ISPOSITION AUTHORITY (See Instructions on reverse) JOB NO NC 1-144-78 116 TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408 DATE RECEIVED JUL 2 5 1978 1. FROM (AGENCY OR ESTABLISHMENT) Department of the Army NOTIFICATION TO AGENCY 2. MAJOR SUBDIVISION In accordance with the provisions of 44 U S.C. 3303a the disposal re The Adjutant General's Office quest, including amendments, is approved except for items that,may be stamped "disposal not approved" or "withdrawn" in column 10 3. MINOR SUBDIVISION Records Management Division 4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT 693-1937 P. Burnam Archivist of the 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 $\underline{3}$ _ 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. xk B Request for disposal after a specified period of time or request for permanent retention. C. DATÉ nief, Records Management Division 9. SAMPLE OR 8. DESCRIPTION OF ITEM 10. ITEM NO. ACTION TAKEN (With Inclusive Dates or Retention Periods) JOB NO. AR 340-18-15, Maintenance and Disposition of Facilities Files. Files descriptions and disposition instructions contained in the attached 2 pages relate to facilities files accumulated in the Army. Request approval of the disposal of these files series after the time periods indicated in the recommended disposition instructions. The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention.

They were selected for disposal from a large number of

1515-18 1508-01B

presently unscheduled files.

FN 1502-01 V 1502-01A

STANDARD FORM 115 Revised April, 1975



EVALUATION OF RECORDS DESIGNATED "PERMANENT" IN THE AR 340-18 SERIES

- Regulation in AR 340-18 series:
- File Number, Title, Description, and Present Disposition Instructions:

1502-01 _ Installation status evaluation files. Documents relating to the process of selecting installations for activation, inactivation, designation as permanent, or other change in status of an installation. Included are studies evaluating the suitability of installations as regards location, use of available construction, transportation facilities, water supply, health, and other physical characteristics, and other factors; communications commenting about the suitability of specific installations; approval of selection; and other related docu-

> Q Offices performing Army-wide staff responsibility: Permanent.

Other offices: Destroy after 5 years.

Recommended Disposition Instructions:

- Q. Offices performing Army-wide responsibility Destroy after 10 years.
- 6. Other offices Destroy when superseded, obsolete, or no longer needed for reference.

DAAG-AMR-P

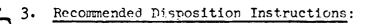
EVALUATION OF RECORDS DESIGNATED "PERMANENT" IN THE AR 340-18 SERIES

- 1. Regulation in AR 340-18 series: AR 340-18-15
- 2. File Number, Title, Description, and Present Disposition Instructions:

Procurement action summary and special reporting files.

Progress summaries and special operating reports relating to military construction.

Office performing Army-wide staff responsibility: Permanent. Retire on discontinuance of function.



Q. Office performing Army-wide responsibility - Destroy after 10 years.