

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

LEAVE BLANK	
JOB NO	NCI-AU-79-70
DATE RECEIVED	Aug. 10, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

P. Burnam

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
13 Aug 79	<i>Guy B. Oldaker</i> GUY. B. OLDAKER	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><u>Master Planning Files. (FN 1502-06, AR 340-18-15)</u></p> <p>Description - Documents relating to the preparation, development, review, approval, and revision of master plans for permanent Army installations. Included is the master plan which consists of basic information maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development which include the general site plan, analytical report, background material, and related documents. NOTE: One set of master planning files will be retained permanently for retirement to the Washington National Records Center. Retirement will be made by the appropriate installation immediately upon final determination that the installation will be discontinued or on revision of the master plan as a result of mission changes.</p> <p>Disposition - Installation to which the plan pertains: Permanent. OGE: Destroy when superseded or when the installation is transferred from Army control, whichever is first. Other offices: Destroy after 6 years, except the master plan will be destroyed on supersession, obsolescence, or discontinuance of the individual facility or entire installation.</p>		

*Returned without approval*

*Closed see attached letter of 4/15/80  
4-21-80*

**Request for Records Disposition Authority - Continuation**

JOB NO

PAGE OF  
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>These documents are accumulated at Army installations, MACOM's, and Office of the Chief of Engineers (OCE).</p> <p>Current Volume is approximately 2000 linear feet.</p> <p>These records accumulate at an anticipated annual rate of 200 linear feet.</p> <p>Arrangement is alphabetical by installation.</p> <p>The files covered by this disposition request are believed to possess sufficient value to warrant permanent retention. They were selected from a large number of currently un-scheduled files. Assisting this Division in making this selection were representatives of the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p>These records will be offered to the National Archives 5 years after retirement.</p>		