

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

LEAVE BLANK	
JOB NO	NCI-AU-83-7
DATE RECEIVED	11/15/82
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-4-83 Date	<i>[Signature]</i> 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 Center

3 MINOR SUBDIVISION  
 Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER  
 Jean Carson

5 TEL EXT  
 325-6044

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
26 Oct 82	<i>[Signature]</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
1	AR 340-18-11 addition.  (POSTAL AND MAIL SERVICES FILES)  1108-31 - Official Indicia Cost Files. Documents relating to use of official postal indicia. Includes Daily Records of Meter Registry (USPS Form 3602-A), Receipt for Postage Setting (USPS Form 3603), Application and Voucher for Refund of Postage and Fees (USPS Form 3533), Statement of Mailing with Permit Imprints (USPS Form 3602); and similar or related documents.  Proposed Disposition: Destroy after 2 years.		
2	1108-32 - Postage Meter Licenses. Licenses approved by the United States Postal Service (USPS) for Army activities to use postage meters.  Proposed Disposition: Destroy upon cancellation of license.		
(Continued)			

*#83-4  
 No More Data Change Required  
 Copy to agency, 2-1-83; RB.*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Justification:</p> <ol style="list-style-type: none"><li data-bbox="241 391 1154 546">(1) Official indicia cost files must be retained for compliance with new Army metering cost accounting procedures for handling official metered mail. The described documents further serve as supporting documentation for Army mail costcontrol reports.</li><li data-bbox="241 582 1119 737">(2) Each Army installation/activity converting to postage meters must have a license for each postage meter in use. The USPS approves each license, and forwards a copy to the Army activity authorized to set the meter covered.</li></ol>		

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NC1-AU-83-7

**SECTION I - ACTION TAKEN**

**1 APPROVED FOR DISPOSAL.** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED

**2 APPROVED FOR PERMANENT RETENTION.** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

**3. DISPOSITION NOT APPROVED.** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

**4 WITHDRAWN.** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRaiser	<i>J. Wallace</i>	18/NOV/82
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Jean E. Keeting, Acting</i>	11/18/82
CONCURRENCES	DIRECTOR - NNM	<i>Harry R. Ryan</i>	12/23/82

**SECTION III - APPRAISER'S COMMENTS**

These Army postal records possess only routine administrative value to the agency. I recommend approval of the proposed disposition.