

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

LEAVE BLANK	
JOB NO <b>NCI-AU-83-50</b>	
DATE RECEIVED <b>8/4/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 <b>29 SEP 1983</b>	<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 1 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
27 Jul 83	<i>[Signature]</i> JOHN HENRY HATCHER	Archivist of the Army

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p align="center">AR 340-18-11</p> <p>File No. 1108-32 - POSTAGE METER LICENSES. Licenses approved by the United States Postal Service (USPS) for Army activities to use postage meters. Includes copies of applications/requests for postage meter licenses.</p> <p>PROPOSED DISPOSITION:</p> <p>a. License: Destroy upon cancellation.</p> <p>b. Copies of applications/requests for postage meter license: Destroy upon receipt of approved license; if license is denied, destroy after one year.</p> <p align="center"><i>Modified 8-22-83 in accordance with T/Cs between Jean Carson (AJC) and Robb Storm (NARS).</i></p> <p>F.N. 1108-32 IS BEING EXPANDED TO COVER THE DISPOSITION OF APPLICATIONS FOR POSTAGE METER LICENSES.</p>		
			<i>2 items</i>

115-107

*#83-49 MASS DATA CHANGE UNNECESSARY (records are not to be retired to FRCs). Agency sent 10-13-83 by DMW.*

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
NCL-AU-83-50

**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>Robert W. Gormley</i>	August 22, 1983
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Mosley</i>	8/22/83
CONCURRENCES	NNM	<i>Gary R. Ryan</i>	9/29/83

**SECTION III - APPRAISER'S COMMENTS**

In NCL-AU-83-50, the Army requests the expansion of an approved disposition. File Number 1108-32 of AR 340-18-11 already makes disposable postage-meter licenses which military activities receive from the United States Postal Service. The proposed revision would make the Army's copies of applications for such licenses disposable also.

As the retention periods proposed for these merely-facilitative copies will satisfy the Army's administrative needs, I recommend that this request be approved.