

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-84-12	
DATE RECEIVED 12/13/84	
NOTIFICATION TO AGENCY Washed 1/12/84	
<small>In accordance with the provisions of 4 U.S.C. 3205, the disposal request, including amendments, is approved except for those that may be stamped "disposal not approved" or "withdrawn" in column 10.</small>	
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 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 7 Dec 83	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> JOHN HENRY HATCHER, PhD	E TITLE Archivist of the Army
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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><u>AR 340-18-11</u></p> <p><u>F.N. 1105-02 - Telecommunications center message files.</u> Reference copies of incoming and original authenticated copies of outgoing messages maintained in telecommunications centers, message centers, and official mailrooms. NOTE: The office of origin or office assigned action on an incoming message is responsible for filing the record copy of the message under the appropriate file number of AR 340-18.</p> <p><u>PROPOSED DISPOSITION:</u> USA Communications Command, Pentagon Consolidated Telecommunications Center: Permanent. Cut off microforms annually, hold 2 years in CFA and in coordination with DAAG-AMR-P, retire to the Washington National Records Center (in 1 year blocks) as direct accretions to existing accessioned series. NOTE: Retired microforms must consist of one silver halide microform set and one diazo or vesicular copy). Other telecommunications centers, message centers, and official mailrooms: Destroy after 1 year. Earlier disposal is authorized.</p> <p><u>BACKGROUND:</u> Microfilmed messages of the Department of Army Staff consolidate a single unique chronological</p>		<p><i>Withdrawing</i></p>

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>BACKGROUND (Cont'd)</p> <p>record of US Army operations which does not exist elsewhere. Although Army regulations require that the record copy of these files be made a part of applicable permanent records series', subjective interpretations of the Army regulations by numerous administrators has resulted in occasions of inadvertant destruction. This situation serves to enhance the value of this collection to the US Army Staff, Army historians, and researchers seeking otherwise possibly untraceable information on actions chronicled in these files.</p> <p>This collection represents a consolidated portion of the Army's institutional memory, and will enable historians and researchers to locate information which may otherwise be irretrievable due to the inability to determine which permanent files series to search.</p>		