

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 AU 77 149	
DATE RECEIVED 18 JUN 77	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 Center

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
John Roach

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 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 8 JUN 77	D. SIGNATURE OF AGENCY REPRESENTATIVE  GUY B. OLDAKER	E. TITLE Acting Chief, Records Management Division
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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>Army aircraft inventory, status, and flying time reporting files.</u> (FN 1420-20) Documents accumulated in Army commands and organizations as a result of reporting to higher headquarters data pertaining to aircraft held on an accountable basis. They consist of such reports as DA Form 1352, Army Aircraft Inventory, Status, and Flying Time, comparable forms, proof listings, transmittal listings, and related papers.</p> <p>Office performing Army-wide staff responsibility: Permanent. Retain in CFA until no longer needed for current operations.</p> <p>Other offices of the Army staff: Destroy after 2 years.</p> <p>Offices preparing or reviewing report: Destroy after 1 year.</p> <p>Number of linear feet accumulated to date <u>170</u></p> <p>Number of linear feet accumulated in one year <u>12</u></p> <p>Records to be offered to the National Archives after 25 years</p> <p>The file arrangement is by <u>calendar year.</u></p>		