

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.
NI-AU-90-2

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED
12/8/89

1. FROM (Agency or establishment)
DEPARTMENT OF THE ARMY

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
OFFICE OF THE SECRETARY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE
12/19/89

ARCHIVIST OF THE UNITED STATES

[Signature]

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE Dec 5, 1989	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> WILLIAM A. WALKER	D. TITLE Archivist of the Army
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	<p><u>Summaries of significant actions</u></p> <p>Summaries of significant correspondence received (or originated) by the Office of the Secretary of the Army. Summaries are prepared on a daily or weekly basis and contain such information as recipient, sender, date, and a brief synopsis of content.</p> <p>Disposition: PERMANENT. Records pre-dating 1965 will be transferred immediately to the National Archives. More recent records will be transferred to the National Archives in 5 year blocks when 25-30 years old (e.g., records dated 1965-69 will be transferred in 1995).</p> <p>Records are arranged chronologically. Annual accumulation is ca. 3-4 inches.</p> <p><i>Army copy sent 1/20/89</i></p>		

Copy sent to agency, NW-WMTCF 12/21/89