

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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  
 P. I. Tomai**

**5. TEL. EXT.  
 693-1938**

LEAVE BLANK	
DATE RECEIVED <b>SEP 3 1974</b>	JOB NO.
DATE APPROVED	<b>NC - 44-75 - 7</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	Archivist of the United States

**6. CERTIFICATE OF AGENCY REPRESENTATIVE**

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 1 pages are proposed for disposal for the reason indicated: ("X" only one)

**A** The records have ceased to have sufficient value to warrant further retention.

**B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

8/23/74  
 (Date)

S J Pomrenze  
 (Signature of Agency Representative) **S J POMRENZE**

**Chief, Records Mgt Division**  
 (Title)

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
1	<p><u>Epidemic Disease Reporting Files (923-08)</u></p> <p>Documents reflecting epidemic diseases occurring at military installations or field units. Included are letters, forms, telegraphic messages, and similar or related documents.</p> <p>a. Office performing Army-wide staff responsibility: Destroy after 5 years.</p> <p>b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.</p>		