

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

1 item

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

Lillian B. Faison

5. TEL. EXT.

693-1937

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAY 12 1976	JOB NO. NC 1-41-76-36
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 "with-drawn" in column 10.	
<i>7-16-76</i> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

6 May 76 *James B. Oldaker*
Date Signature of Agency Representative S. J. POMRENZE Chief, Records Management Division
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>(227-16)</i></p> <p>PERMANENT ORDER RECORD SET FILES. (AR 340-18-2) "Record Set" of permanent orders issued by HQDA or any other element of the Army. Each folder or binder will be distinctly marked "Record Set" and documents will not be charged out or posted.</p> <p>Disposition: Permanent. Cut off at the end of calendar year. Retire or transfer ^{to WARC} with next regular retirement or transfer. <i>offer to NARS 10 years after cutoff.</i></p> <p>Request authority to establish disposition instructions, as stated above, for permanent order record set files. These records were deleted from FN 227-01 and are being established under a separate file number. FN 227-01, as it is being revised, applies to HQDA elements only. This new file number for permanent order record set files is applicable to elements Army-wide.</p> <p><i>Change made with approval of Mrs. Faison. 6/8/76 J.B.W.</i></p> <p><i>Copy to Agency + NCW 720-7600</i></p>		

Copy sent to WARC. 8/30/77
J.B.W.