

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*5 items*

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

Ethel Littles

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK   |  |
|---|--|
| DATE RECEIVED<br><b>MAY 18 1976</b>   | JOB NO.<br><b>WCA-AU-76-44</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 "with-drawn" in column 10. |  |
| (Date) <b>JUN 7 1976</b>  | <i>James P. O'Neil</i><br>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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*1 May 76 for Guy B. Baker*  
S. J. POMRENZE  
Date (Signature of Agency Representative)

Chief, Records Management Division  
(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| 1           | <p><u>Military establishment audit files (FN 316-04)</u>. Documents created or accumulated by the US Army Audit Agency in the performance of scheduled and special audits of Department of the Army commands, installations, and activities. Included are audit reports, auditors' workpapers, survey reports, and related documents.</p> <p>Note. This file does not include audits of American National Red Cross and Nonappropriated Funds.</p> <p>USAAA offices. Destroy after issuance of the final audit report of the next completed audit, or 2 years after deactivation of command, installation, activity, or 2 years after determination is made that a subsequent audit will not be conducted, whichever is applicable, except that:</p> <p>a. Files pertaining to purely administrative matters may be destroyed on completion of the command reply process.</p> <p>b. Offices furnishing information to a requestor or Audit Control Point may destroy internal assist audit files 1 year after information is furnished.</p> <p>c. Survey reports and related workpapers may be destroyed when obsolete, superseded, or no longer needed.</p> <p>d. Audit workpapers will be destroyed 1 year after completion of the command reply procedures closeout.</p> <p><i>Copy to Agency 6-8-76 dD</i></p> |                      |                  |