

**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 28 1976 | JOB NO. NC1-AC-76-49 |
| 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. | |
| JUN 7 1976 (Date); <i>Jane E. O'Neil</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.

26 May 76
 Date *[Signature]* S. J. POMRENZE Chief, Records Management Division
 (Signature of Agency Representative) (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| | COMMUNICATION FACILITY LEASE REQUEST FILES (FN 1102-05, AR 340-18-11). Documents relating to requests for providing, rearranging, and removing communications circuits, equipment, and services leased from commercial companies to support approved nontactical telecommunications requirements. Documents accumulated by Defense Commercial Communications Office (DECCO) are retained for ten years after termination of lease. Included are requests for leased facilities, justification data, and related documents. Destroy 2 years after termination of lease. Request authority to establish disposition instructions as stated above for Communication Facility Lease Request Files. This change will reduce the retention period from ten years to two. The Defense Communications Agency (DCA) is the final approval authority for requests to lease communications from commercial companies. Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois, a field activity of DCA, is the central point for all communications service authorizations. DECCO retains these contracts for ten years after termination. In addition, any litigation matters are handled by DCA and records are obtained from DECCO. HQ, DCA retains the requests for 2 years after termination. | | |

Copy to Agency 6-8-7600