

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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's Office

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

John Roach

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>OCT 26 1976</b>	JOB NO. <b>NC 1 - AU - 77 - 17</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.	
<b>3-16-77</b> (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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**22 OCT 1976** *Wendell Boardman*  
for **S. J. Pomrenze, Chief, Records Management Division**  
Date (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
1.	<p><u>Congressional visit reporting files.</u> File Number 411-05. Documents reporting visits by members of staff members of Congressional committees (except appropriation committees) to any element of the Department of the Army. Documents include the name of the visiting Congressional committee or survey group, subject of the visit, reference copies of correspondence, requests for travel orders, messages, financial statements and similar data.</p> <p>Office responsible for overall coordination of Department of the Army Congressional liaison activities. Destroy after 2 years. Other offices: Destroy after 6 months.</p>		