

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NC1 AU 77 150</b>	
DATE RECEIVED <b>16 JUN 1977</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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

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 K. Littles** *lkl 6 Jun 77*

5. TEL. EXT  
**693-1937**

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>6 Jun 77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Acting Chief, Records Management Division</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>CIVIL SERVICE RETIREMENT FUND REPORTING FILES (FN 318-07, AR 340-18-3). Annual reports with directly related documents, containing data on deductions and contributions to the Civil Service Commission retirement fund by Department of the Army. File by fiscal station number.</b></p> <p>Disposition: Destroy after <sup>3</sup> years. <i>QY as per conversation with Ms. Littles</i></p> <p>Request authority to establish disposition instructions as described above for civil service retirement fund reporting files. The records were previously designated as permanent. A review was conducted and the proponent agency (U. S. Army Finance and Accounting Center, a field activity of the Comptroller of the Army) determined that the 10 year retention period is adequate to satisfy their administrative and reference requirements. Files are not believed to have any legal or historical value beyond the time period requested.</p>	<i>GRS 2-2a</i>	<b>WITHDRAWN</b> <i>9/13/77</i>

*Withdrawn*

*1 item*