

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC1 A4 77 166	
DATE RECEIVED 31 AUG 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 9-2-77	Archivist of the United States <i>James B. Phelan</i>

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:

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 25 Aug 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>JRB</i>	E. TITLE GUY B. OLDAKER Chief, Records Management Division
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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>Postal Personnel Designation Files (FN 1108-05, AR 340-18-11). Documents designating military postal clerks, custodians of postal effects, and unit mail clerks. Included are copies of designating and relieving orders, oaths of office and appointment affidavits, and related papers.</p> <p>Disposition: Destroy 3 years after termination of designation.</p> <p>Request authority to extend disposition instructions for postal personnel designation files from 2 years after termination of designation to 3 years after termination of designation. These records accumulate in Military post offices and postal units Army-wide. Accountable mail receipts are maintained for 3 years and the supporting documents (postal personnel designation files) which enables units to determine which mail clerks were responsible for the accountable mail should also be on file. In addition, FN 1108-05 also include the appointments of Custodians of Postal Effects and these individuals usually serve in that capacity longer than three years.</p>		

Sent to agency and new- 9/7/77 1 item