

770 699

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 A4. 170
DATE RECEIVED	8 SEP 1977
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 2303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>W. B. Oldaker</i> 7/31/77	
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  
R. E. Bonnell

5. TEL. EXT  
693-1939

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 6 Sep 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE 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
1	<p>Technical Report Record Files (FN 1304-14)(AR 340-18-13) These consist of one copy of each preliminary, progress, or final RD technical report or publication issued by a research, development, or test agency, command, installation, or activity or received from their contractors, including unpublished reports. Each report in these files will be distinctly marked "Record Set." Reports in this file will not be charged out. Commanders will take appropriate action to insure that the record set is complete and that unclassified and classified reports are retired. These files accumulate in Army activities engaged in research and development. Annual accumulation is approximately 200 cubic feet. Annual retirement is the same. Files will be offered to the National Archives after 18 years.</p> <p>Disposition: Office responsible for preparation and issue or requiring preparation by contractor: Permanent. Cut off at the end of the calendar year. Retire in January of the following year.</p>		