

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

LEAVE BLANK	
JOB NO.	
NC1 <i>ALL</i> 78 65	
DATE RECEIVED <i>23 FEB 1978</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>5-30-78</i> Date	<i>James B. Oldaker</i> 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's Center*

3. MINOR SUBDIVISION

*Records Management Division*

4. NAME OF PERSON WITH WHOM TO CONFER

*James D. McGill / John Roach*

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 2 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>8 Feb 78</i>	<i>Guy B. Oldaker</i>	Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>File description and disposition contained in the following page <del>and</del> relate to command reporting.</p> <p>Request approval of permanent retention.</p>		

*115-107 sent to agency. All FRC's, NAW, NNB, NNN - 6/1/78*

*3 items*

**BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES**

<p>1. AR 340-18- <u>2</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>228-07 Command reporting files. Documents relating to command reports through which commanders of designated organizations and units periodically submit information, evaluations, and recommendations on combat operations of their commands. Included are command reports, special reports, comments, evaluations, recommendations, and copies of maps, directives, overlays, sketches, or photographs supporting the reports.</p> <ul style="list-style-type: none"> <li>a. Office performing Army-wide staff responsibility: Permanent.</li> <li>b. Activities in combat areas and activities in direct support of troops in combat: Permanent.</li> <li>c. Other offices: Destroy after 2 years.</li> </ul>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Deputy Chief of Staff for Operations and Plans</p>
<p>3. CURRENT VOLUME.</p>	<p>None</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>None</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Would be arranged chronologically</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>When created, believed to consist of documents of probable historical, administrative, operational value or other of archival value.</p>
<p>7. REASON RECORDS ACCUMULATE (ARs, etc)</p>	<p>JCS Pub 6, VOL 3</p>
<p>8. RECORDS WILL BE OFFERED.</p>	<p>The permanent files described above will be offered to the National archives 20 years after creation.</p>
<p>9. ADDITIONAL REMARKS.</p>	<p>Command reporting files are created only during time of war.</p>