REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

JOB NO. NC1 AU78 68
NC1-AU-78-68

DATE RECEIVED 6 MAR 1978

TO: **GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Army

2. MAJOR SUBDIVISION
Office of The Adjutant General

3. MINOR SUBDIVISION
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell (MICRODIS 7002-OU24)

5. TEL EXT.
693-1939

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-14-78 — Date
James B. Rhoads — Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
28 Feb 78	Guy B. Oldaker GUY B. OLDAKER	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
1.	In accordance with 41CFR 101-11.507(b), request authority to destroy the following nonpermanent paper records after microfilm have proven to be an acceptable substitute: FN 306-04, Leave Record Card Files FN 306-05, Leave Record Files FN 306-07, Payroll Control Files FN 307-04, Branch Office Subsidiary Files FN 314-09, Nonappropriated Fund Account Files FN 314-17, Individual Transaction Files FN 508-17, Military Police Reporting Files FN 508-18, Military Police Journal Files FN 509-09, TRAFFIC Law Enforcement Files FN 509-18, Expelled or Barred Person Files Records will be converted to microform in accordance with 41CFR 101-11.507(c)(2). ~~Will be used in accordance with 41CFR 101-11.505~~. The microfilmed copies will be held for less than 10 years. a. Destroy paper records after microfilm copies have proven to be an acceptable substitute. b. Dispose of the microfilm copies in accordance with the standards ~~provided~~ approved for the original paper records.		10 items

115-107 Sent to agency, NNM, NCW-NCPC 3/16/78

Changes & additions made per agreement J. L. Wallace, NCD, and R. Bonnell, Army. [initials] 3/9/78

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4