

paid rec 27 Jun 78 H

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-4978 103	
DATE RECEIVED JUN 27 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 CFR 303a 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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's Office

3. MINOR SUBDIVISION  
Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Ethel Littles

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 4 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 22 JUN 1978	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
	<p>File descriptions and disposition instructions contained in the attached 3 pages relate to financial documentation accumulated in the Army.</p> <p>Request approval of disposal of these files series after the time periods indicated in the recommended disposition instructions.</p> <p>The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention. They were selected for disposal from a large number of presently unscheduled files. Assisting this Division in making this selection were representatives from the Records Disposition and Military Archives Divisions, National Archives and Records Service.</p> <p>302-08 304-01 306-19</p> <p style="font-size: 2em; font-family: cursive;">Withdrawn</p>		5

*closed*  
*Out with Drawn*  
*3-18-80*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-3
2. File Number, Title, Description, and Present Disposition Instructions:

<b>302-08</b>	<b>Working capital fund charter files.</b> Documents which authorize the use of working capital funds. Included are copies of charters with directly related papers.
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Office of the Comptroller of the Army: Permanent. Cut off on revocation or supersession of charter. Other offices: Destroy 1 year after revocation or supersession of charter.
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3. Recommended Disposition Instructions:

OCA: Destroy 10 years after revocation or supersession of charter.

*Serial*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-3
2. File Number, Title, Description, and Present Disposition Instructions:

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<i>File No.</i>	<i>Description</i>
304-01	Allocation files. Documents relating to transactions involving authorizations received from the Comptroller of the Army making specific funds available to a fiscal operating agency for the purpose of issuing allotments. They are accumulated by fiscal administrative elements in the Department of the Army.

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*Disposition*

Office of the Comptroller of the Army:  
Permanent. Cut off at end of FY for which funds are available for obligation.

General or special operating agencies:  
Destroy 4 years after the FY for which the funds are available for obligation.

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3. Recommended Disposition Instructions:  
OCA: Destroy after 10 years. Cut off at end of FY for which funds are available for obligation.

June 2

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-3
2. File Number, Title, Description, and Present Disposition Instructions:

306-19

Personnel exception and indebtedness files. Documents relating to indebtedness due to US Government by civilian employees. Included are SF 2805 (Request for Recovery of Debt Due the United States), comparable documents, and related attachments.

Permanent. These are records which will be made a permanent part of the official personnel folder of the individual concerned. If as a result of separation or transfer, the pertinent OPF is not on file locally, forward these files, with complete name, birthdate, and social security number identification, to the National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118.

3. Recommended Disposition Instructions:

These records will be made a part of the official personnel folder and destroyed in accordance with instructions for File Number 807-01.