

Req NCO 78 Jul 78 H

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NC 1- 41 78 125
DATE RECEIVED AUG 1 1978
NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 3333 the disposal request, including amendments, is approved except for items that may be stamped "disposal", "approved" or "withdrawn" in column 10 W. B. Oldaker 8/21/80
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
P. Burnam

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 24 Jul 78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	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>AR 340-18-15, Maintenance and Disposition of Facilities Files.</p> <p>File description and disposition instructions contained on the attached page relate to facilities files accumulated in the Army.</p> <p>Request approval of permanent retention.</p> <p>The file covered by this disposition request is believed to possess sufficient value to warrant permanent retention. It was selected from a large number of currently unscheduled files. Assisting this Division in making this selection were representatives of the Records Disposition and Military Archives, National Archives and Records Service.</p> <p>FN 1503-01</p> <p>Withdrawn</p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES

<p>1. AR 340-18-<u>15</u> FILE NUMBER, DESCRIPTION, AND DISPOSITION</p>	<p>1503-01 Acquisition correspondence files. Correspondence relating to the overall acquisition of real property for the Army (military and civil works), Air Force, NASA, and by agreement for other Federal agencies, but exclusive of specific files described in this section.</p> <p>OCE: Permanent. Other offices: Destroy after 6 years.</p>
<p>2. ORGANIZATIONAL LOCATION.</p>	<p>Office of the Chief of Engineers</p>
<p>3. CURRENT VOLUME.</p>	<p>6 linear feet</p>
<p>4. ANTICIPATED ANNUAL INCREASE.</p>	<p>1 linear foot</p>
<p>5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).</p>	<p>Alpha by subject</p>
<p>6. JUSTIFICATION FOR PERMANENT RECORDS.</p>	<p>These records may contain data which is of administrative and informational value.</p>
<p>REASON RECORDS 7. ACCUMULATE (ARs, etc)</p>	<p>AR 405 series</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>	