

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

2/27/80 ✓  
 LEAVE BLANK

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

JOB NO  
 NCI-AU-80-26

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

DATE RECEIVED  
 2-27-80

2. MAJOR SUBDIVISION  
 The Adjutant General's Office

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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

4. NAME OF PERSON WITH WHOM TO CONFER  
 Phil Burnam

5. TEL. EXT.  
 693-1937

5-2-80 *Walter W. Studer*  
 Date *holding* 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 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 14 FEB 1980	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>The US Army Communications Command, Fort Huachuca, Arizona is presently converting <sup>all</sup> the documents under file number <del>227-15, Permanent Order Background Files, and 227-16, Permanent Order Records Set Files</del>, to microform under MICRODIS 4108. <sup>all their</sup> Other Army agencies will likely request authority to convert documents under the same file number to microform in the future. Under the provisions of Subpart 101-11.506-1, FPMR, request authorization to dispose of the original records after they have been converted to microform. Further request approval of the disposition standards on the attached page for these file numbers. The proposed disposition standard provides for both the original records and microforms. If this disposition standard is approved, we will publish it in AR 340-18-2.</p> <p>a. The records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p> <p>b. The original silver halide or duplicate silver halide microform and one diazo or vesicular copy will be retired to the Federal Archives and Records Center after the necessary quality checks have been performed and the microfilm has been verified for completeness and accuracy.</p>		

*Copies sent to NWM, Army AAFRCB*

227-15 Permanent order background files. Documents relating to the preparation, review, and issue of permanent orders and Department of the Army general orders (DA GO). Included are studies; documents reflecting coordinating actions, recommendations or concurrences; and similar documents that provide a basis for issuance or contribute to the content.

*Item 1*

*Withdrawn*

Agencies not converting the data to microform: Permanent.

Agencies converting the data to microform under an approved MICRODIS:

a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

b. Microforms:

(1) One silver halide microform set and one diazo or vesicular copy: Permanent.

(2) Other microform copies: Destroy when no longer needed for current operations.

227-16 Permanent order record set files. "Record Set" of permanent orders and Department of the Army general orders (DA GO) issued by HQDA or or any other element of the Army. Each folder, binder, or microform will be distinctly marked "Record Set" and will no be charged out or posted. These orders pertain to such matters as organizational actions, awards, and decorations.

*Item 2*

a. Agencies not converting the data to microform: Permanent. Cut off at end of calendar year and retire or transfer with next regular retirement or transfer.

b. Agencies converting data to microform under an approved MICRODIS:

1. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.

2. Microforms:

(a) One silver halide microform set and one diazo or vesicular copy: Permanent.

(b) Other microform copies: Destroy when no longer needed for current operations.

*Permanent records will be offered NARS in 5 year blocks when the oldest records in the block are 25 years old.*