

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

4/6/81 ✓
LEAVE BLANK

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

JOB NO.	NC1-AU-81-50
DATE RECEIVED	April 6, 1981
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
5-1981 Date	<i>Robert W. ...</i> Archivist of the United States

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 Gerre Turney	5. TEL. EXT. 325-6045

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 20 Apr 81	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><u>Guide Specification Files</u> (FN 1515-08) Specifications and related correspondence used as guides for military construction contract specifications.</p> <p>OCE: Destroy after 5 years.</p> <p>Other Offices: a. Correspondence: Destroy after 2 years. b. Specifications: Destroy when no longer needed for current operations.</p> <p>JUSTIFICATION: The above retention meets present Army administrative requirements.</p>		3 items