

NN15

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

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  
**Ms. Gerre Turney**

5 TEL EXT  
**325-6044**

LEAVE BLANK

JOB NO  
**NC1-AU-82-24**

DATE RECEIVED  
**June 11, 1982**

NOTIFICATION TO AGENCY

*In accordance with the provisions of GSA FPMR (41 CFR) 101-11.4, this request including amendments is approved except for items that may be stamped "disposal not approved" or "address" in column 10.*

**7-8-82** *[Signature]*  
Date 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 3 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 <b>8 June 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE <b>Chief, Records Management Division</b>
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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><b>Maintenance and Disposition of Facilities Functional Files</b></p> <p><b>File descriptions and dispositions are contained in the attached 2 pages and relate to Standard Design Files and Division and District Standard Drawing Files.</b></p> <p><b>Request approval of permanent retention.</b></p>		

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

Item 1

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1515-05

Standard design files. Original standard drawings (or microfilm thereof), standard specifications, and design analyses prepared under the supervision of the Chief of Engineers by OCE and Corps of Engineer division and district offices; pertaining to emergency, modified emergency, semipermanent and permanent types of standard buildings, structures, or other facilities. When any of these drawings are reduced to microfilm negative, samples will be submitted through channels, to The Adjutant General at the rate of one negative for each two thousand made.

Disposition: a. OCE: Permanent. Cut off when superseded or obsolete. Original drawings will be destroyed if an approved microfilm has been made.

b. Field offices: Return original drawing to OCE after 1 year, or when necessity for changes has been minimized.

2. ORGANIZATIONAL LOCATION.

OCE

3. CURRENT VOLUME.

80 Linear feet/OCE

4. ANTICIPATED ANNUAL INCREASE.

1/2 Linear foot per year/OCE

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

numerically by drawing number

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIREMENT FOR ACCUMULATION (ARs ETC.)

Engineer Regulations and Technical Letters in the 1110 Series.

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.

BACKGROUND INFORMATION FOR PERMANENT RETENTION OF A FILE SERIES.

*Item 2*

1. AR 340-18-15 FILE NUMBER AND DESCRIPTION. FN 1515-07

Division and district standard drawing files. Original standard drawings (or microfilm negative thereof) pertaining to standard construction within a division or district and exclusive of files described as standard design files above. When any of these drawings are reduced to microfilm negative, samples will be submitted through channels to The Adjutant General at the rate of one negative for each two thousand made.

Field Offices: Permanent. Cut off on supersession or obsolescence.

Original drawings reduced to microfilm negative will be destroyed on approval of film.

2. ORGANIZATIONAL LOCATION.

Army Engineer Districts/Divisions

3. CURRENT VOLUME.

40 Linear feet/Districts

4. ANTICIPATED ANNUAL INCREASE.

1/4 Linear foot per year  
Districts/Divisions

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Numerically by drawing number

6. JUSTIFICATION FOR PERMANENT RECORDS.

Contains records of probable historical, administrative, legal, fiscal or other archival value.

7. REQUIREMENT FOR ACCUMULATION (ARs ETC.)

Engineer Regulations and Technical Letters in the 1110 Series.

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National archives 20 years after creation.