

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*2 items*  
(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 CENTER

3. MINOR SUBDIVISION

RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. John Roach (MICRODIS No. 4042-701J)

5. TEL. EXT.

693-1938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>JUL 8 1975</b>	JOB NO. <b>NC-AU-76-1</b>
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 "with-drawn" in column 10.	
<i>11-30-76</i> (Date)	<i>James B. Roach</i> Archivist of the United States

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 \_\_\_\_\_ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

*3 July 1975* *Cyrus H. Fraker* S. J. POMRENZE, Chief, Records Mgt Div, TAGCEN  
Date (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Program and Budget Guidance Files</u> (File No. 210-03, AR 340-18-2)</p> <p>a. These records are now designated permanent in AR 340-18-2 for offices of the DA Staff responsible for preparation, approval, and issue. They are accumulated by the Comptroller, Department of the Army. They will be converted to microfilm in accordance with 41 CFR 101-11.504. The volume of paper records is approximately 17 feet and relates to guidance manuals for major commands.</p> <p>b. The silver original microfilm plus one diazo copy of each microform will be retired to NARS in accordance with 41 CFR 101-11.504. Retirement will be made in lieu of the "offer" specified by CFR 101-11.503-1(a)(1).</p> <p>c. Under provisions of 41 CFR 101-11.504, request authority to destroy the paper records of the documents.</p>		

*Copy to Agency 12-7-76*  
*Copy to NCW 12-7-76*