

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

2 items
**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

Lillian B. Faison

5. TEL. EXT.

693-1937

SEP 10 1976

(Date)

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK

DATE RECEIVED

JUL 30 1976

JOB NO.

NC1-AC1-76-54

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

James B. R. Jones
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

6/28/76

S. J. POMRENZE

(Signature of Agency Representative)

Chief, Records Management Division

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>Army Gift Offer Files (FN 228-14, AR 340-18-2). Documents relating to the offer of gifts and donations by private citizens and/or organizations, to the Department of the Army. These records accumulate at HQDA only. Included are offers, evaluation of offers and coordinating papers, letters of acceptance or refusal, and related documents.</p> <p>A. Permanent. Retain in CFA 5 years and retire to FRC. Transfer to NARS when 10 years old. 6 linear feet currently w/ 6 in. accumulating annually</p> <p>Request authority to establish disposition instructions, as stated above, for Army gift offer files. These files accumulate at HQDA only, and are comparable to memorialization files, FN 228-11. Many of the donations are buildings and other structures or facilities. In many cases, gifts are in the form of money which has been invested in perpetuity from which only the annual accrued income is used for a particular purpose. Files for gifts in perpetuity are maintained permanently by US Army Finance and Accounting Center, a field operating agency of HQDA. Present volume is six (6) linear feet and records accumulate at a rate of approximately six (6) inches annually.</p> <p>B. Refused offers and related documents. Destroy when 5 years old.</p> <p>9/7/76 Changes made with approval of Mrs. Faison. J.B.W.</p> <p>Copy to Agency NCW 913-76-00</p>		