

REQUEST FOR RECORDS POSITION 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

Office of The Adjutant General

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

R. Bonnell

5. TEL. EXT.

693-1939

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.

14 Jun 78 D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE
14 Jun 78 GUY B. OLDAKER Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>APO Establishment Files.</u> (FN 1108-02) Documents reflecting the establishment, opening, relocation, reclassification, discontinuance, and closing of Army post offices and APO units. Included are requests for such action containing justification data and other information, notification of opening APO's, statements regarding APO's held in reserve, and related documents.</p> <p>Disposition:</p> <ul style="list-style-type: none"> a. Office performing Army-wide responsibility: Destroy 6 years after discontinuance of the APO. b. Other offices: Destroy 2 years after discontinuance of the APO or APO unit. 		

115-107

Rec'd, NMN, Agency
MJD 7-20-78

LEAVE BLANK	
JOB NO.	NC 1-AW-78-98
DATE RECEIVED <u>14 Jun 1978</u>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-18-78 Date	James E. O'Brien Archivist of the United States acting