

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 11/1/79
LEAVE BLANK

**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

5. TEL. EXT.

Dr. John H. Hatcher

693-1937

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 4 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
31 Oct 79	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>Personnel Type Order Files (FN 227-02, AR 340-18-2). Orders issued at levels of command no lower than regimental or brigades (when operating separately with organic personnel functions), personnel center, personnel command or division to disseminate information and instructions affecting the duty status, career progression, quality of life, and legal or financial rights and interests of the individual. Included are orders issued for the purpose of announcing or authenticating certain personnel actions including promotions, reductions, eliminations, separations, skill awards and upgrading assignments, change of station, courts-martial, and service awards including but not limited to the following badges: Parachutist, Drivers, EOD, Pathfinder, Aircraft Crewman, Nuclear Reactor Operator, Ranger Tab, Driver and Mechanic, Air Assault, Drill Sergeant, USA Recruiter, Expert Marksmanship Qualification and certificate of achievement.</p> <p>Disposition: Destroy after 56 years. Cut off at the end of the calendar year. Hold two years in RHA and transfer or retire to the Washington National Records Center with next regular shipment.</p> <p>NOTE: This SF 115 applies only to records already in NARS records centers and any records retired to centers before July 1, 1981.</p>		<p align="center">pen ink changes made with concurrence of Army M 5/8/80</p> <p align="right">11/1/80</p>