

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Dec 4/22/80 ✓
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
J. Carson 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 _____ 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 15 Apr 80	D. SIGNATURE OF AGENCY REPRESENTATIVE GUY B. OLDAKER	E. TITLE 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
	<p>F.N. 1103-01 - TRAFFIC VOLUME REPORTING FILES: Documents reflecting data on circuit usage which are used for engineering of fixed communications facilities, programming, and budgeting. Included are reports and related papers.</p> <p>PROPOSED DISPOSITION:</p> <p>a. Office performing Army-wide staff responsibility - Destroy after 7 years.</p> <p>b. Other offices - Destroy after 6 months.</p> <p>(Permanent retention for files at 1103-01a was rejected by NARS Job # NC1 AU-78-13, 4/18/78.)</p>		