

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NC1 74 78 71

DATE RECEIVED

9 MAR 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

3-14-78 *James B. Oldaker*
Date Archivist of the United States

**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

Ethel K. Littles

5. TEL EXT

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 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.

C. DATE <u>3 Mar 78</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE <u>Chief, Records Management Division</u>
----------------------------	--	---

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Differential and Allowance Files (FN 803-06) AR 340-18-8.</u> Documents which provide oversea civilian personnel offices with a means of documenting an employee's eligibility for foreign post differential and foreign quarters and post allowance. Included are Standard Forms 1190 (Foreign Allowances Application, Grant, and Report) and similar or related documents.</p> <p>Destroy 3 years after end of fiscal year in which all allowances granted have been terminated.</p> <p>Request authorization to change disposition instructions for files described above. These documents accumulate in Civilian Personnel Offices in foreign areas to document employees' eligibility for allowances authorized when serving at a foreign post for duty such as, temporary lodging allowances, living quarters allowance, supplementary post allowance, foreign post allowance, separate maintenance allowance and educational travel. Also provides information needed for periodic reports. They will have no further administrative value to the Army after the period indicated. The governing Army directive is Civilian Personnel Regulation 592.</p>		

*1157107 sent to agency, NNA, NCU, NCP - 3/16/78
1 item*