

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-330-99-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by N1-330-00-001

Date Reported: 04/13/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)
 Department of Defense

2. MAJOR SUBDIVISION
 Office of the Secretary of Defense

3. MINOR SUBDIVISION
 WHS, C&D, Directives and Records (Records Section)

4. NAME OF PERSON WITH WHOM TO CONFER
 Jesse McNeal

5. TELEPHONE
 (703) 588-0159

LEAVE BLANK (NARA use only)

JOB NUMBER *N-330-99-1*

DATE RECEIVED *6-7-99*

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE ARCHIVIST OF THE UNITED STATES

6-23-99 John W. Carl

6. AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE

5/3/99

Jesse McNeal

TITLE

OSD
 Records Administrator

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------------|--|---|--|
| 1 | 1903-01 Elementary School Student Record Files See attached | NI-330-88-1 | |

1. 1903-01 Elementary School Student Records Files

Documents on enrollment and registration (record copy of DSF 100 and documentation enrollment category, standard achievement tests, grades, report cards, attendance and reading records, teachers' comments, parental correspondence, other notes, or related information. No personal information that might result in embarrassment, inconvenience, or unfairness should be kept in these records. All records on special education must be maintained in 1903-03.

Disposition: Destroy 5 years after transfer, withdrawal, or death (TWD) of student. Files may be purged of all information except report cards or other records which document academic promotion or retention data. When student transfers to another school, a copy of the record may be released to parent and/or student for handcarrying. If transferred outside DODDS, an official copy will be provided on receipt of an authorized request.

Note to appraiser: This change increasing the destruction period from 3 years to 5 years after TWD of a student is requested because some students in the 7th and 8th grades enroll in courses for credit toward high school graduation requirements. The 5 year retention will ensure that the records of these students will be maintained to reflect their complete academic history.