

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-330-81-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 04/13/2021

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 603-02-3.4 remains active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 603-02-3.1 was superseded by N1-330-88-001, item 1, which was later superseded by N1-330-99-001, item 1.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NCI-330-81-4

DATE RECEIVED

3-24-81

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-15-81
Date

[Signature]
Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Department of Defense

2. MAJOR SUBDIVISION

Office of the Secretary of Defense

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

J. E. Haines

5. TEL. EXT.

695-0970

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 2 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
18 Mar 81	<i>E. E. Lowry, Jr.</i> E. E. Lowry, Jr.	OSD Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<u>Changes to NCI-330-80-4 - OSD Administrative Instruction No. 15</u>			
Category Number Change	Description of Records	Authorized Disposition Instruction	
603-02-3.1	Elementary school academic record files. Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are notes and similar or related documents.	Destroy in CFA 5 years after graduation, death, or withdrawal of student. Note: When student transfer to another school, a copy of the record may be released to the parents or student for hand-carrying to the receiving school. An official copy of the record will be provided upon authorized request. An audit trail will be maintained in the folder of all requests and releases of information/copies of documents.	

Page 1 of 2 pages

2 items

*Closed Out: 5-20-81: K.T.J.
Copy to Agency & NNM*

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Changes	to NCI-330-80-4 - OSD Administrative Instruction No. 15		
Category Number	Description of Records	Authorized Disposition Instruction	
ADD			
603-02-3.4	<p>Elementary school student files. Documents pertaining to individual elementary school students. Included in each folder are reading and health records, intelligence quotient, achievement, aptitude and similar test results; notes related to pupil's progress and characteristics; and similar matters useful in counseling and useful to successive teachers.</p> <p><u>JUSTIFICATION:</u> This is the format in which these files appeared in the Army regulation which governed dependent children. The files were combined in our request; however, it has proved unnecessary to retain the records outlined in 603-02-3.4 for longer than 1 year. Only the files outlined in 603-02-3.1 have value after the first year.</p>	<p>Destroy in CFA 1 year after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the reading and health record may be released to the parents or student for handcarrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to officials of the receiving school upon authorized request. An audit trail will be maintained of these releases.</p>	
			2 items