REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

JOB NUMBER

N1-AU-03-21

DATE RECEIVED

5-23-2003

TO: National Archives and Records Administration (NIR)
8601 Adelphi Road, College Park, MD 20740-6001

1. FROM (Agency or establishment)

U.S. Army

2. MAJOR SUBDIVISION

U.S. Total Army Personnel Command

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Betty S. Burton	703-806-4388

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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
10-6-03	

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 2 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	TITLE
23 May 03	HOWARD N. GREENHALGH	Director, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<u>Army Educational Incentives and Entitlements</u> Background: These records concern the intent of the US Army to ensure agreements made at enlistment are maintained for the Loan Repayment Program, Montgomery GI Bill, Army College Fund, and Veterans' Educational Assistance Program per AR 621-202, Army Educational Incentives and Entitlements. Payments for the Loan Repayment Program are based on information obtained from the soldier and financial institutions. The 10-year retention proposed for Item 2 is based on Department of Veterans Affairs requirements. The following proposed disposition instructions apply to records in all media and formats.		
1	FN: 621-202a Title: Loan Repayment Program (LRP) Authority: Privacy Act: A0621-1DAPE Description: Information includes documentation on eligible participants such as: LRP contract, DA Form 3286-66, Statement of Understanding United States Army Incentive Enlistment Program; loan promissory notes; DD Form 1966/1 and DD Form 1966/4, Record of Military Processing - Armed Forces of the United States; DD Form 2366, Montgomery GI Bill of 1984 (MGIB); copies of deferment letters sent to lenders; DD Form 2475 (DoD Educational Loan Repayment Program Annual Application; and DD Form 214, Certificate of Release or Discharge From Active duty. It also		

CP Agency NR NWMW

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	includes requests for information on eligible participants and status of loan repayments, payment plans, and disbursement letters. Disposition: KE6. Event is final payment. Keep in current files area until event occurs and then until no longer needed for conducting business, but not more than 6 years after the event, then destroy.		
2	FN: 621-202b Title: Montgomery GI Bill (MGIB), Army College Fund (ACF) and Veterans' Educational Assistance Program (VEAP) Authority: Privacy Act: A0621-1DAPE Description: Information related to eligibility, inquiries, and corrective actions to aid individual soldiers and veterans in obtaining educational benefits and corrections and verifications on education incentives and entitlements data identified as incorrect by Army agencies, the Defense Manpower Data Center, or the Department of Veterans Affairs. Disposition: TE10. Event is date of last discharge or release from active duty; whichever applies. Keep in current files area until event occurs and then until no longer needed for conducting business, then transfer to RHA/AEA. The RHA/AEA will destroy record when 10 years old.		
3	The electronic version of all records on this schedule that are created by electronic mail or word processing applications will be deleted when the file copy is generated or when no longer needed for reference or updating; whichever is later.		