

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

ALL

LEAVE BLANK	
DATE RECEIVED APR 16 1975	JOB NO. NC - AU-75-25
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 "with-drawn" in column 10.	
<i>5-20-75</i> (Date)	<i>James B. R. Hood</i> Archivist of the United States

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
Mr C. A. Burgess

5. TEL. EXT.
693-1938

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.

8 April 1975

Mr S. J. POMRENZE, Chief, Records Management Division, TAGCEN

Date

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>United States Military Academy (USMA) Cadet Files. file number 709-03, permanent. MICRODIS NO. 4021.</p> <p>a. These records will be converted to microforms in accordance with 41 Code of Federal Regulations (CFR) 101-11.504. The volume of records is approximately 35 linear feet. They relate to appointment and attendance of each cadet at USMA from 1943 to the present. Under the provisions of 41 CFR 101-11.503-1, request authority to destroy paper copies of documents after microfilming has been completed.</p> <p>b. Further, request exception to 41 CFR 101-11.503-1(a) (1) to retain the original microform plus one positive diazo copy in the USMA Archives. Retention in the USMA Archives, recognized by NARS as the official Archives depository for the Military Academy, will maintain the integrity of all Military Academy records at West Point. In addition, retention at West Point will preclude and eliminate the attendant processing. USMA Archives storage facilities meet the requirement of 41 CFR 101-11.506.</p>		<p><i>expenditures for mailing</i></p>

Copy to Agency 5/24/75