

**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

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.

6931938

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED SEP 25 1975	JOB NO. NC - AU - 76 - 10
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.	
10-7-75 (Date)	<i>James B. Phoad</i> Archivist of the United States

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.

22 Sep 75
Date

Guy B. Aldaker for
S. J. POMRENZE, Chief, Records Management Division

(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>ROTC Scholarship Selected Applicant Files, (File number 703-03, AR 340-18-7) Disposition: Destroy 1 year after individual graduates or is disenrolled. Included are applications, reference questionnaires, interview worksheets, descriptive reports, scholarship selection board code sheets, evaluation score sheets, documents reflecting College Entrance Examination Board Scores, and similar or related documents.</p> <p>a. There are 75,000 documents that will be converted to microform in accordance with 41 CFR 101-11.507 (c)(2), MICRDIS Number 5064. It is estimated that an additional 75,000 will be developed annually. Use of the microform will be in accordance with 41 CFR 101-11.505. The records are maintained at Headquarters, Training and Doctrine Command, Fort Monroe, VA 23651.</p> <p>b. Request approval for the destruction of paper records after conversion to microforms.</p> <p>NOTE: NARS job number NN-168-98, 27 May 1968 approved retention period for this file series.</p> <p><i>1. Destroy paper records after microfilm process to be an adequate substitute.</i></p> <p><i>2. Destroy microfilm one year after the individual graduates or is disenrolled.</i></p> <p><i>9/25/75 changes with approval of C. A. Burgess. (J.B.W)</i></p> <p><i>Copy to Agency & Army - Fort Monroe, VA 10-14-75 (C)</i></p>		