

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NC 1 A4 77 90	
DATE RECEIVED 16 FEB 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-11-77 <small>Date</small>	<i>James B. Road</i> <small>Archivist of the United States</small>

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

5. TEL. EXT.

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 8/26/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Conrad O. Pomrenze</i> S. J. POMRENZE	E. TITLE Chief, Records Management Division, TAGCEN
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>SECONDARY SCHOOL ACADEMIC RECORD FILES (AR 340-18-10, File No. 1017-02)</u></p> <p>Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.</p> <p>DISPOSITION: Destroy when 70 years old. Cut off on transfer, graduation, withdrawal, or death of student. Retire to the Washington National Records Center, Washington, D.C. 20409.</p> <p>NOTE: When student transfers to another Department of Defense school, forward by mail to official of the receiving school on request. When student transfers to a non-Department of Defense school, forward an official copy to the receiving school on request.</p>		

Sent to agency, NCM, NCP, NCPM - 3/15/77