

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC 1 AU 77 91</b>
DATE RECEIVED	<b>16 FEB 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>3-1-77</u> Date	<i>James B. Rhoads</i> Archivist of the United States

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 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 <u>8/7/77</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Cassell O. Pomeroy for</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.	<u>INDIVIDUAL ACADEMIC RECORD FILES</u> (AR 340-18-10, File No. 1012-03)  Documents indicating courses attended by Army members, length of each course, extent of completion of courses, and results thereof; aptitudes and personal qualities; grade and rating attained; and related data for each individual. Included are cards, card forms, and similar or related documents.  NOTE: Records of individuals reenrolling in extension courses will be withdrawn and refiled in active file.  DISPOSITION: Destroy when 25 years old. Cut off annually. Records of extension courses, however, will be held 3 years in the CFA and 2 years in the RHA before retirement to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.		
2.	<u>CLASS ACADEMIC RECORD FILES</u> (AR 340-18-10, File No. 1012-06)  Documents maintained by training instructors indicating progress and attendance of class members. Included are		

115-107

*Sent to agency, NCP, NCPC, and NPRC  
3/3/77 TO*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	cards, card forms, and similar or related documents.  DISPOSITION: Destroy when 10 years old.		