

**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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |  |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><br>Date   | <u>James B. Rhoads</u><br>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<br><u>8/7/77</u> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><u>Cassell O. Pomeroy for</u><br>S. J. POMRENZE | E. TITLE<br>Chief, Records Management Division, TAGCEN |
|--------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(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)<br><br>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.<br><br>NOTE: Records of individuals reenrolling in extension courses will be withdrawn and refiled in active file.<br><br>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)<br><br>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.<br>ITEM NO. | 8. DESCRIPTION OF ITEM<br>(WITH INCLUSIVE DATES OR RETENTION PERIODS)                               | 9.<br>SAMPLE OR<br>JOB NO. | 10.<br>ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
|                | cards, card forms, and similar or related documents.<br><br>DISPOSITION: Destroy when 10 years old. |                            |                     |