

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

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  
**R. Bonnell**

5. TEL. EXT.  
**693-1939**

LEAVE BLANK	
JOB NO	<b>NC1 A477 135</b>
DATE RECEIVED	<b>25 APR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	<i>James E. O'Neil</i> Archivist of the United States

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
19 Apr 77	<i>R. Bonnell</i> GUY OLDAKER	Acting Chief, Records Management Division

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>SCHOOL ACCREDITATION FILES (FN 1011-09, AR 340-18-10)                      Documents reflecting adherence of Army Service Schools with standards established by Accreditation Boards to assure that courses of instruction completed in service schools are accepted for credit in civilian colleges and schools. Records accumulate in Army Service Schools Training Analysis Offices. Included are documents encompassing such matters as classroom and laboratory hours, instructor qualifications, job placement and follow-up program, library facilities, self studies and reviews, and similar and related documents.                      Destroy in CFA 5 years after review by the Accreditation Board.</p> <p>Request authorization to establish the files disposition instructions described above. Accreditation Board review is conducted at least every 5 years. Retention beyond the next subsequent review is not needed by Army.</p>		

115-107  
*Sent to agency, NCM, NRM. - 5/27/77 JO*