

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

LEAVE BLANK	
JOB NO <b>NC1 AU 77 155</b>	
DATE RECEIVED <b>JUL 13 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<b>8-2-77</b> Date	<i>James B. Oldaker</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's Office**
3. MINOR SUBDIVISION  
**Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**C. G. PRIEM**

5. TEL. EXT.  
**693-1938**

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	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> <b>GUY B. OLDAKER</b>	E. TITLE <b>Acting Chief, Records Management Division</b>
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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
	<p>Individual Academic Record Files, File Number 1012-03 MICRODIS Number 6089.</p> <p>Documents indicating courses attended, length of each course, extent of completion, and results thereof; aptitudes and personal qualities; grade rating attained; and related data for each individual. Included are cards, card forms, and similar or related documents.</p> <p>The files are maintained at the US Training Support Center, Fort Eustis, Virginia. This activity reports to the Commander, Training and Doctrine Command, Fort Monroe, Virginia. These individual academic record files for terminated/graduated student require a retention of <del>25</del> <b>25</b> years.</p> <p>Files will be converted from hard copy to microfiche in the form of military stand 48X frame in accordance with 41 CFR 101-11.507(c)(1). The silver original and one duplicate will be retired to the appropriate records center upon verification that the film meets the requirements of 41 CFR 101-11-504-3. Records cover the period 1976 forward.</p>		

*Sent to agency. NCW - 8/5/77 JD*

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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
	<p>Current volume 1,560 fiche, increases 1,600 fiche annually.</p> <p>Filing arrangement consists of magnetic tape records. The tapes are records of individual academic records and are filed alphabetically annually.</p> <p>Request approval under the provisions of 41 CFR 101-11-507 (b) for the destruction of nonpermanent records after the film tests prove the microfiche to be adequate substitutes.</p>		