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'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.

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   Individual Academic Record Files, File Number 1012-03
   MICRODIS Number 6089.
   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.
   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 25 years.
   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.
REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)</th>
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<tbody>
<tr>
<td></td>
<td>Current volume 1,560 fiche, increases 1,600 fiche annually.</td>
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<td>Filing arrangement consists of magnetic tape records.</td>
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<td>The tapes are records of individual academic records and</td>
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<td>are filed alphabetically annually.</td>
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<td>Request approval under the provisions of 41 CFR 101-11-507</td>
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<td>(b) for the destruction of nonpermanent records after the</td>
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<td>film tests prove the microfiche to be adequate substitutes.</td>
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