

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1 A4 78 2
DATE RECEIVED	8 OCT 1977
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	4-18-80 <i>Walter A. Steadler</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 17 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 21 Sep 77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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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.	Maintenance and disposition of Training and Education Functional Files, AR 340-18-10.  Files descriptions and dispositions are contained in the attached <u>217</u> pages and relate to Training and Educational files covering the Army programs in these areas.  <del>Request approval to change from permanent to temporary retention.</del>  Pend ink changes made with concurrence of Phil Burnam of TAGO. JM 4/16/80  Army copy sent 4/24/80 JM		19 items

Copy to NNB  
Copy to NNB  
Closed Out 4-25-80

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1020-05

*Item 1*

DA Training Device Files. Documents relating to the design and construction of three dimensional training aids by training aid centers, sub-centers, and other installations and activities concerned with the development of Department of the Army training devices. Included are studies on training devices; plans, specifications, drawings, photographs, and photostats of models, miniatures, cut-aways, and devices; and similar or related documents.

Permanent.

2. ORGANIZATIONAL LOCATION.

At Department of the Army Training Aids Centers

3. CURRENT VOLUME.

690 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

15 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

Archival Interest

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FPMR AR 1-7 108-2

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

*Withdrawn*

AR 340-18-10 FN 1020-05 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

Item 2

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1011-02

Consolidated Class Schedule Files. Documents reflecting programed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the Army school system and related documents.

Permanent.

2. ORGANIZATIONAL LOCATION.

21 Army service schools

3. CURRENT VOLUME.

180 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

5 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

*Continuing archival interest and public interest*  
~~Mobilization planning~~

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

FM 101-5 105-5 TC 101-5  
Various AR's AR 350-1

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

9. ADDITIONAL REMARKS.

*With drawn*

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1011-08

*Item 3* Medical Training Material Files. Documents relating to the development and supervision of the Medical Internship and Residency Training Program. Included are department teaching plans, schedules, hospital conference reports, minutes of the Medical Records-Medical Audit Committee and Subcommittees, and similar or related documents.

Permanent. Cut off on completion of the course, training period, or on graduation of the class, whichever is applicable.

2. ORGANIZATIONAL LOCATION.

Health Service Command

3. CURRENT VOLUME.

60 Cubic Feet

4. ANTICIPATED ANNUAL INCREASE.

2 Cubic Feet

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

Chrono

6. JUSTIFICATION FOR PERMANENT RECORDS.

~~CONTINUING ARCHIVAL INTEREST,~~  
Mobilization planning, and public interest

7. REQUIREMENT FOR ACCUMULATION (ARS ETC).

AR 40-1 AR 71-1 350-1

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives 20 years after creation.

*Withdrawn*

AR 340-18-10 FN 1011-08 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

BACKGROUND INFORMATION TO BE ATTACHED AS AN INCLOSURE TO STANDARD FORM 115  
WHEN REQUESTING NARS APPROVAL FOR PERMANENT RETENTION OF A FILE SERIES.

1. AR 340-18-10 FILE NUMBER AND DESCRIPTION. FN 1015-13

*Item 4*  
Dependent School Reporting Files. Documents reflecting information on the average daily membership of all pupils enrolled in Army-operated schools, the average daily membership of DOD pupils enrolled in tuitionfee-type schools, the name and location of each such school, pertinent cost data, and similar types of information. Included are reports and related documents.

a. Offices performing Army-wide staff responsibility: Permanent.

b. Other offices: Destroy after 2 years or on discontinuance, whichever is first.

2. ORGANIZATIONAL LOCATION.

DOD dependent school system

3. CURRENT VOLUME.

~~7-10-10~~

4. ANTICIPATED ANNUAL INCREASE.

~~7-10-10~~ Negligible

5. ARRANGEMENT (ALPHA, NUMERIC, CHRONO).

By school location

6. JUSTIFICATION FOR PERMANENT RECORDS.

Future research and archival interest

7. REQUIREMENT FOR ACCUMULATION (ARs ETC).

DOD Reg 1342.6 1342.10

8. RECORDS WILL BE OFFERED.

The permanent files described above will be offered to the National Archives ~~20 years after creation.~~ *in 5 year blocks when oldest records in the block are 20 years old.*

AR 340-18-10 FN 1015-13 Continued

9. ADDITIONAL REMARKS.

DATE: 9/12/77

ANALYST: PRIEM

PHONE: 31937

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

Item 5

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1011-07

Description: Medical education committee files. Documents relating to the general supervision of the Army Medical Department graduate professional education program by hospital education committees. Included are minutes of meetings; correspondence relating to the training and activities of interns and residents; lists of activities and special events; letters from colleges, hospitals, and State boards of medical examiners concerning the training program; resident and intern activity and performance reports; and similar or related documents.

Disposition: Permanent. Retire 5 years after completion of course. Other offices: Destroy after 2 years or on discontinuance, whichever is first.

3. Recommended Disposition Instructions:

a. Hospital education committees: Destroy after 20 years, retire 5 years after completion of course. b. Other offices: Destroy after 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

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EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1013-01

Description: Civilian schooling plan files. Documents relating to the development and supervision of civilian schooling of military personnel. Included are documents pertaining to planned requirements for such training, selection of schools and courses, arrangements for special noncatalog courses, program revisions, and related matters.

Disposition: Office performing Army-wide staff responsibility: Permanent.

Training agencies: Destroy after 5 years. Other offices: Destroy after 2 years or on discontinuance, whichever is first.

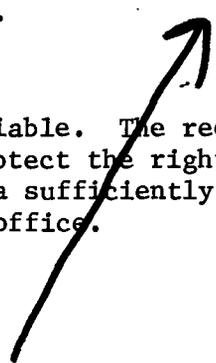
Item 6

3. Recommended Disposition Instructions:

~~Office performing Army-wide staff responsibility: 15 years. Training agencies: 5 years. Other offices: 2 years.~~

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.



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a) Office performing Army-wide responsibility

1. Annual Review of the Army's Civilian Education Program -- Permanent. Offer NARS in 5 year blocks when oldest records in the block are 20 years old.

2. All other records -- Destroy when 15 years old.

b) Training Agencies -- Destroy when 5 years old.

c) Other offices -- Destroy when 2 years old

Annual accumulation of permanent records is ca. 2 inches

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.
2. File Number, Title, Description, and Present Disposition Instructions:

File Number 1011-04

Description: School study files. Documents accumulated by schools relating to methods of instruction, evaluation of the curriculum, analyses of group educational accomplishments, and comparable topics. Included are studies and similar or related documents.

Disposition: Permanent.

Item 7

3. Recommended Disposition Instructions:

~~15 years~~ Permanent -- offer NARS when 20 years old.  
Annual accumulation is ca. 10 feet.

4. Reason(s):

~~Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.~~

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1010-06

Description: School reporting files. Documents reflecting such information as the number of school enrollments, turnbacks, graduates, and failures; number of personnel enrolled from other services; number of Reserve components students; and similar data. Included are forms, printouts, correspondence, and similar or related documents.

Disposition: Requiring offices performing Army-wide staff responsibility: Permanent. However, when consolidated or summarized, feeder reports will be destroyed after 2 years and the summary or consolidation will be permanent. Schools and other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 8*

3. Recommended Disposition Instructions:

Offices performing Army-wide staff responsibility: 10 years. Schools and other offices: 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

*Withdrawn*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.
2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1002-05

Description: Training reporting files. Documents reflecting the strength and status of training for the Active Army and the Reserve components. Included are training evaluation reports, Army National Guard active duty for training reports, replacement training operation reports, missile and other firing training status reports, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent.

However, when consolidated or summarized, feeder reports will be destroyed after 2 years, and the consolidation of summary will be permanent. Offices of major and intermediate command headquarters: Destroy after 5 years.

Other offices: Destroy after 2 years or on discontinuance, whichever is first.

*Item 9*

3. Recommended Disposition Instructions:

a. Offices performing Army-wide staff responsibility: 10 years. b. Offices of major and intermediate commands: 5 years. c. Other offices: 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

*Withdrawn,*

EVALUATION OF RECORDS DESIGNATED "PERMANENT"  
IN THE AR 340-18 SERIES

1. Regulation in AR 340-18 series: AR 340-18-10.

2. File Number, Title, Description, and Present Disposition Instructions:

File Number: 1014-04

Description: Educational development reporting files. Documents reflecting data on the type of courses, enrollments, funds expended and other information pertaining to the General Educational Development Program. Included are educational services reports, consolidated reports, statistical and narrative data extracted therefrom, special activities reports, and similar or related documents.

Disposition: Offices performing Army-wide staff responsibility: Permanent. Dispose of feeder reports in accordance with file number 1001-07. Other offices: Destroy after 2 years, or on discontinuance, whichever is first.

*Item 10*

3. Recommended Disposition Instructions:

Offices performing Army-wide staff responsibility: 10 years. Other offices: 2 years.

4. Reason(s):

Permanent retention is not justifiable. The records do not have archival value; they do not facilitate research, or protect the rights of citizens. The recommended disposition instructions provide a sufficiently long period for administrative, legal and fiscal needs of the retiring office.

*Withdrawn*

and will be scheduled as part of Army's comprehensive review of its machine readable records. Item 10 has been withdrawn because these records are covered by another disposal job. Item 3 has been withdrawn because we believe the records in question, Medical Training Material Files, are not archival and, should, therefore, be scheduled for eventual destruction.