

**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

**ETHEL LITTLES**

5. TEL EXT.

**693-1937**

LEAVE BLANK	
JOB NO	
<b>NCI-AU-78 94</b>	
DATE RECEIVED	
<b>JUN 13 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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>6-28-78</b> Date	<i>James B. Rhoads</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 3 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
<b>8 JUN 1978</b>	<i>for Counsel G. Oldaker</i> <b>GUY B. OLDAKER</b>	<b>CHIEF, RECORDS MANAGEMENT DIVISION</b>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><b>RESEARCH AND STUDY FELLOWSHIP FILES (FN 810-02) AR 340-18-</b></p> <p><b>8. Documents relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents.</b></p> <p>Note; Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file.</p> <p>Disposition (a) DA staff performing final review: Destroy after 20 years.</p> <p>(b) Reviewing offices of the DA staff and of major and intermediate commands: Destroy after 2 years, or on discontinuance, whichever is first.</p>		

**DISPOSITION NOT APPROVED**

*all FRC, NMM  
agency copy => 7-5-78*

*MOJ 7-7-78*

**9 items**  
**K/W Rev.**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
2	<p>CIVILIAN TRAINING WAIVER FILES (FN 810-03) Documents related to authorizing waivers to the criteria for selection and assignment of employees for training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar or related documents.</p> <p>Note: Operating personnel offices will use file number 810-09, contract training files.</p> <p>Disposition (a) Office responsible for authorizing the waiver: Destroy after 20 years.</p> <p>(b) Other offices: Destroy after 2 years.</p>		DISPOSITION <u>NOT APPROVED</u>
3.	<p>FOREIGN TRAINING APPROVAL FILES (FN 810-05) Documents related to approving the use of facilities of foreign governments or international organizations for the training of civilian employees. Included are recommendations for use of foreign training facilities, approvals, and similar or related documents. Excluded are contractual documents and personnel assignment documents.</p> <p>Disposition (a) Office responsible for Department of the Army approval: Destroy 20 years after withdrawal of the facility for training purposes.</p> <p>(b) Recommending offices: Destroy on determination that the services of the foreign facility are no longer required.</p> <p>(c) Other offices: Destroy after 2 years.</p>		DISPOSITION <u>NOT APPROVED</u>
4	<p>CIVILIAN TRAINING MATERIAL FILES (FN 810-11) Documents used in the training of civilian personnel through short on-post training courses and instructional conferences. Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar or related documents.</p> <p>Disposition (a) Office preparing material for Army-wide use: Destroy after 10 years. Cut off annually or when superseded or obsolete, as appropriate.</p>		

**Request for Records Disposition Authority - Continuation**

JOB NO

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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>(b) Offices preparing materials for local use: Destroy 2 years after superseded or obsolete, or destroy on discontinuance, whichever is first.</p> <p>The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention. They were selected for disposal from a large number of presently unscheduled files. Assisting this Division in making this selection were representatives from the Records Disposition and Military Archives Division, National Archives and Records Service.</p>		