

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

*Rev MOD 19 SEP 78 M*

LEAVE BLANK	
JOB NO	
<b>NC1-AU-78 131</b>	
DATE RECEIVED	<b>SEP 18 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>11-26-79 James E. O'Neil</i> Date <i>acting</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

P. Burnam

5. TEL. EXT.

693-1937

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
<u>8 Sep 78</u>	<i>Guy B. Oldaker</i>	<u>Chief, Records Management Division</u>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Individual Academic Record Files (AR 340-18-10, File Number 1012-03)  Documents indicating courses attended by Army members, length of each course, extent of completion of courses, and results thereof; aptitudes and personal qualities; grade and rating attained; and related data for each individual. Included are cards, card forms, and similar or related documents. <del>NOTE: Records of individuals reenrolling in extension courses will be withdrawn and refiled in the active file.</del>  DISPOSITION: Destroy after 40 years. <del>Cut off annually. Records of extension courses, however, will be held 3 years in the GFA and 2 years in the RHA before retirement to the National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118.</del>  BACKGROUND DATA: These documents are important to individuals who are furthering their education. Information from these files can often be used by such individuals to obtain credit for past training. Many individuals continue their education after they retire from the Army. As a result, information from these files could be needed upto 40 years after the training was received. NOTE: This SF 115 applies only to Individual Academic Record Files already in FRCs and any files retired before 1-1-81. Records retired after that		

*Classified*  
*12-26-79*  
 Changes made per conversation with Dr. Hatcher of Army 11-20-79 gm  
 Army copy sent 12-5-79 gm