

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

See 9/24/79
LEAVE BLANK

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NCI-AU-79-80

DATE RECEIVED

9-26-79

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

Phil Burnam

5. TEL. EXT.

693-1937

OCT 4

1979

Date

Walter N. Stender
Archivist of the United States

ACTING

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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

19 Sept 79

Guy B. Oldaker
GUY B. OLDAKER

Chief, Records Management Division

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

1009-08, Foreign Training Reporting Files.

Description - Documents reflecting the status and progress of foreign nationals in US Army installation schools, oversea schools, and third country schools and installations. Included are training reports and related documents.

Disposition - Offices performing Army-wide responsibility: Destroy after 20 years.

Offices of major command headquarters: Destroy after 5 years.

Other offices: Destroy after 2 years.

Background - This action reduces the retention period for foreign training reporting files from permanent to 20 years, at offices performing Army-wide responsibility. The disposition standard reflected above for offices at major command headquarters and other offices was approved on NARS Job Number NCI-AU-78-1.

3 Items

Copy to agency NUNY SE 10-18-79