

**REQUEST FOR RECORDS POSITION 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  
**John G. Vos**

5. TEL. EXT.  
**0X3-1937**

<b>LEAVE BLANK</b>	
JOB NO.	NCL-AU-80-38
DATE RECEIVED	5-1-80
<b>NOTIFICATION TO AGENCY</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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	5-9-80 <i>Mittie M. Stender</i> <i>acting</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 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.

C. DATE <b>29 APR 1980</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy Oldaker</i>	E. TITLE <b>Chief, Records Management Division</b>
	GUY OLDAKER	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>USMA PREPARATORY FILES (FN: 709-05). Documents accumulated and maintained on individual applicants to the school and documents maintained on cadet candidates at the school. Included are items such as official application letters with supporting documents, delinquency reports, faculty advisor evaluations, and similar records relating to the applicant or candidate which are not eligible for inclusion in the individual official military personnel file or individual academic record file, which are maintained separately.</p> <p>Disposition: <b>a</b> Files pertaining to school graduates: Cutoff on graduation; destroy in CFA after 5 years.</p> <p><b>b</b> Files pertaining to unsuccessful cadet candidates: Cutoff on graduation of class to which file pertains, destroy after 1 year.</p> <p><b>c</b> Files pertaining to unsuccessful applicants: Cutoff on <del>commencement</del> <b>START</b> commencement of class to which file pertains; destroy after 1 year.</p>		<b>3 items</b>

115-107 *Copy to agency  
Copy to NMI*

**Request for Records Disposition Authority – Continuation**

JOB NO.

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**2 of 2**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Rationale: Records maintained by the USMA Preparatory School are unique within the Army. Those of cadets who graduate and go on to attendance at the U.S. Military Academy are referred to (by USMA officials and others) throughout the cadet's 4 years at USMA. Records pertaining to unsuccessful candidates and unsuccessful applicants are needed for reference for much shorter periods, hence the one-year retention period recommended above.</p>		