

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

NC

6/2/80

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

OX3-1937

LEAVE BLANK	
JOB NO	NC1-AU-80-44
DATE RECEIVED	June 3, 1980
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	6-6-80 James E. O'Neill 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
23 May 80	<i>Guy Oldaker</i>	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
1.	<p>SCORED QUALIFICATION TEST FILES (File Number 713-02). Documents used to determine qualifications to be recorded on the individual's qualification record. Included are scored qualification test sheets or booklets, and related documents.</p> <p>Disposition: Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first.</p> <p>Rationale: a. Current disposition standard calls for source documents to be destroyed "...on entry of scores."</p> <p>b. It is essential that source documents remain available to support scoring inquiries and appeals until after the scored test period. This period may vary, depending on the particular military skill being tested, from as little as 1 week to as much as 2 months. If a soldier's score must be recomputed after receipt of updated scoring information, all parts of the test must be deleted from the history file (computer tape) and re-entered into the processing cycle. This re-entry cannot be accomplished if source documents are destroyed after the <u>initial</u> entry into processing.</p>		

1 Item

Army copy sent 6/10/80 Jm

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>c. Destruction of source documents 6 months after close of the scored test period or receipt of Individual Soldier's Report will permit access during the time frame when any appeal or scoring correction would be made.</p>		