

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-AU-81-3
DATE RECEIVED	October 14, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	4-6-81 <i>John Vos</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
 Office of The Adjutant General

3. MINOR SUBDIVISION
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
 John G. Vos

5. TEL. EXT
~~693-1937~~
 325-6044

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 <i>Guy B. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>An exception to approved retention standards for the following educational records is requested specifically (and only) for The Judge Advocate General's School, Charlottesville, Virginia:</p> <p>a. COLLATERAL INDIVIDUAL TRAINING RECORD FILES (FN: 1012-04). Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records. Included are absentee reports, progress reports of individuals, delinquency reports, registration forms, examination papers, and related documents.</p> <p><u>Disposition:</u> Destroy after 1 year, except The Judge Advocate General's School: Destroy after 2 years.</p> <p><u>Rationale:</u> The Executive Committee of the Association of American Law Schools has directed that member schools retain examinations and related material bearing on the student's grade for at least two years after the end of the term in which the papers were submitted.</p> <p>b. COURSE PUBLICATION FILES (FN: 1011-03). Documents relating to establishing, revising and discontinuing courses of instruction at Army colleges, service schools,</p>		

*change made per conversation with John Vos 9/28/81
 Closed Out: 4/14-81: K.F.J.
 Copy to Agency, NNM & NNB*

6 items

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>other schools, and those joint schools for which the Army has records management responsibility. Included are programs of instruction; courses of instruction; lesson plans; social texts or syllabuses; coordinating actions; approvals for establishment, revision, or discontinuance of the courses; and related documents.</p> <p style="text-align: right;"><i>(in microform)</i></p> <p><u>Disposition:</u> a. U.S. Military Academy: Permanent Permanent <i>Cut</i> off on revision or discontinuance of the course. <i>(NCI-AU-77-87)</i> b. <i>Army War College and joint colleges: Permanent.</i> c. The Judge Advocate General's School: Destroy in Current Files Area 8 years after revision or discontinuance of the course. d. Other schools: Destroy 5 years after revision or discontinuance of the course.</p> <p><u>Rationale:</u> An accreditation re-examination of these records is conducted by the American Bar Association (ABA) every seven years.</p> <p>c. CLASS ACADEMIC RECORD FILES (FN: 1012-06). Documents maintained by training instructors indicating progress and attendance of class members. Included are cards, card forms, and related documents.</p> <p><u>Disposition:</u> Destroy after 10 <i>40</i> years. (The Judge Advocate General's School: Hold for 10 <i>10</i> years in CFA, before retiring.)</p> <p><u>Rationale:</u> Local retention for 15 years is required in order to be responsive to requests from the Federal Bureau of Investigation, Office of Personnel Management, and the National Conference of Bar Examiners in connection with employment by the Federal Government and admissability of former students to state bars.</p>		<p><i>offer NARS when 20 years old. (volume is ca. 5 feet per year)</i></p>