

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

Rec 3/18/81

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.
 693-1937

LEAVE BLANK	
JOB NO	
NC1-AU-81-31	
DATE RECEIVED	
March 18, 1981	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
(WITHDRAWN)	
Date <i>9/21/81</i> 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 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
06 MAR 1981	<i>[Signature]</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.	USMA HONOR CODE CASE FILES (FN 709-06, AR 340-18-7). Individual case files about known or suspected violations of the Cadet Honor Code and System. Included are Honor Investigation Control Sheets, rights warnings, allegation(s), reports and recommendations, statements, records of testimony, causative documents, consultations and referrals, notifications to accused, appointing orders, hearing member selections, Congressional and other correspondence, final action by the Secretary of the Army, and related documents.		
	<p>Disposition:</p> <p>a. Case files of Full Honor Investigative Hearings (FHH) in which there are findings of Honor Code violations: Permanent. Transfer to USMA Archives after 5 years in CFA.</p> <p>b. Case files of FHH where no violation is found: Destroy after 1 year.</p> <p>c. Records of investigations where case is not referred to FHH: Destroy after 5 years in CFA.</p> <p>d. Sanitized summaries of all cases retained by Special Assistant for Honor Matters: Destroy when no longer needed for current operations.</p> <p>Background: Discussions with United States Military Academy revealed the existence of this distinctive system</p>	<p><i>Withdrawn</i> <i>9/21/81</i></p>	<p><i>4 items</i></p>

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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>of records at West Point for which there is no identification or approved disposition standard in The Army Functional Files System (TAFFS) or in GRS. The above description and disposition standard were developed in coordination with USMA and the supervisory office at the HQDA staff level (Office of the Deputy Chief of Staff for Personnel), and represent the USMA's appraisal of the value of these records from both the reference and the historic perspectives. Attached for NARS' information in evaluating this request is a copy of United States Corps of Cadets Pamphlet 15-1, "Honor Committee Procedures", July 1979, which is the basic directive driving the Honor Code System; <u>REQUEST THE PAMPHLET BE RETURNED TO HQDA (DAAG-AMR-P) UPON COMPLETION OF NARS EVALUATION.</u></p>		