

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <b>NCI-AU-83-10</b>	
DATE RECEIVED <b>1/11/83</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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 <b>11-17-83</b>	<i>John H. Hatcher</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

**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

**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 <b>14 DEC 1982</b>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E TITLE <b>JOHN HENRY HATCHER, Ph.D. Archivist of the Army</b>
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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
1.	<p><u>DESTRUCTION OF PERMANENT PAPER SOURCE DOCUMENTS AFTER CONVERSION TO MICROFORMS.</u></p> <p>Under CFR 101-11.506-1, request authority to destroy the following permanent paper records after conversion to microforms:</p> <p><u>File Number:</u> 1011-04 (AR 340-18-10)</p> <p><u>Description:</u> SCHOOL STUDY FILES. Documents accumulated by schools relating to methods of instruction, evaluations of the curriculum, analyses of group educational accomplishments, and comparable topics. Included are studies and similar or related documents.</p> <p><u>Disposition:</u> a. Organizations not converting the data to microform: Permanent.</p> <p>b. Organizations converting the data to microform under an approved MICRODIS:</p> <p>(1) Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.</p> <p>(2) Microforms: (a) One silver halide and</p>		

115-107  
*NNM + NNB sent 11-23-83 by DMW. #83-8*  
*Agency sent 11-23-83 by DMW.*  
*MASS Data Change Not Needed*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF  
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>one diazo or vesicular copy: Permanent. (b) Other microform copies: Destroy when no longer needed for current operations.</p> <p>These records will be converted to microform in accordance with 41CFR 101-11.506.</p> <p>The permanency of these records was appraised and approved by the Archivist per Job # NCI-AU-78-2, 4-18-80.</p> <p>The US Military Academy, Westpoint is presently converting these records to microform. In the future, other Army Schools will likely convert the same basic records to microform.</p> <p><i>Permanent records will be offered NARS when 20 years old per NCI-AU-78-2 Annual accumulation is ca. 10 feet.</i></p>		