

**REQUEST FOR RECORDS DISPOSAL 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  
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  
325-6044

LEAVE BLANK	
JOB NO	NCI-AU-83-49
DATE RECEIVED	7/22/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
7-28-83 <i>Date</i>	<i>Robert M. Hatcher</i> <i>Archivist of the United States</i>

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 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
21 July 1983	<i>John Henry Hatcher</i>	JOHN HENRY HATCHER, Ph.D. Archivist of the Army

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p><u>File #</u>: 1004-07, AR 340-18-10 and AR 340-2</p> <p><u>Title</u>: ROTC Cadet Record Files</p> <p><u>Description</u>: TRADOC Form 476 containing information on each cadet, including personal data, enrollment, scholarship, prior training, selection, physical and medical data, subsistence, academics, military science, security investigations, active duty/reserve forces duty, graduation, appointment data, and related information.</p> <p><u>Disposition</u>: Destroy 1 year after termination of enrollment, graduation, or withdrawal of unit from institution. If cadet transfers to another ROTC institution, transfer record to gaining institution on request as provided in AR 145-1.</p> <p><u>Remarks</u>: This request reduces retention of ROTC Cadet Records from five years to one year. We have determined that the record serves no useful purpose for more than one year after termination of enrollment, graduation, or withdrawal of unit from the institution.</p> <p align="center"><i>Mass Data Change Sheet Not Needed</i></p>		<i>1 item</i>

*#83-47*

*Agency sent 8-9-83 by DMW.*

**APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST**

JOB NUMBER  
**NC1-AU-83-49**

**SECTION I - ACTION TAKEN**

1 **APPROVED FOR DISPOSAL** The records described under all items of the schedule, except those that may be listed in blocks 2, 3, and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE  IS NOT NECESSARY  IS NECESSARY AND HAS BEEN OBTAINED

2 **APPROVED FOR PERMANENT RETENTION** The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3 **DISPOSITION NOT APPROVED** The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 **WITHDRAWN** The records described under the following item or items have been withdrawn at the request of the agency

**SECTION II - RECOMMENDATION/CONCURRENCES**

	TITLE	SIGNATURE	DATE
APPRAISAL	APPRAISER	<i>J Wallace</i>	<i>7/27/83</i>
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Jean E. Keeting, Acting</i>	<i>7/27/83</i>
CONCURRENCES			

**SECTION III - APPRAISER'S COMMENTS**

This disposition request is for Army ROTC Cadet Records Files, FN 1004-07. Based on its administrative experience with these files, Army is requesting a reduction in their retention period. I recommend approval.

NNM's concurrence is not required.