

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

LEAVE BLANK	
JOB NO	NCI-AU-84-1
DATE RECEIVED	10/4/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-11-83 <i>Date</i>	<i>Robert W. Kay</i> <i>Archivist of the United States</i>

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  
325-0313

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: 21-SEP 1983

D SIGNATURE OF AGENCY REPRESENTATIVE: *John Henry Hatcher*

E TITLE: 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> 1012-04, AR 340-18-10</p> <p><u>Title:</u> Collateral Individual Training Record Files</p> <p><u>Description:</u> No change</p> <p><u>Disposition:</u> Add the following, as an exception to the approved one-year retention of these records:</p> <p align="center">"US Army Reserve Schools: Destroy after 3 years."</p> <p><u>Justification:</u> Commander, US Army Forces Command (which operates Army Reserve schools) has requested this change as it concerns Army Reserve schools due to frequency of reference to these records for the first three years after they become inactive. Under the current approved disposition, when records are destroyed after one year, reference requests during the second and third years result in having to retrieve records from <del>USA RCPAC</del> which have been transferred under file number 1012-03, Individual Academic Record Files. Approval of this request (extending retention of the collateral records at Army Reserve schools from 1 to 3 years) will facilitate reference service.</p>	NN-166-204	

*Agency sent 10-13-83 by [initials] # 83-56*  
*Mass Data Change Not Needed*