

**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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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. King</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 <i>John Henry Hatcher</i>	E TITLE JOHN HENRY HATCHER, Ph.D. Archivist of the Army
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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>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	

115-107  
*Agency sent 10-13-83 by DAW  
# 83-56  
Mass Data Change Not Needed*

# APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER

101-10-02-1

## 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>James Walker</i>	10-11-83
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>[Signature]</i>	
CON- CURRENCES			

## SECTION III - APPRAISER'S COMMENTS

This job merely makes a minor change in the retention period of a series that already is scheduled for disposal in order to meet Army administrative needs. NNM concurrence is not required.