REQUEST FOR RECORDS DISPOSITION 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. 325-0313

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 H. Hatcher, Ph. D.

E TITLE  
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

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>File #: 1012-04, AR 340-18-10</td>
<td>NN-166-204</td>
</tr>
<tr>
<td></td>
<td>Title: Collateral Individual Training Record Files</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Disposition: No change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Justification: 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 USA RCPAC 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.</td>
<td></td>
</tr>
</tbody>
</table>

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11-4
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.