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  
325-0440

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.

7 ITEM NO  
1. 1010-08 (Appendix K, AR 340-18)

8 DESCRIPTION OF ITEM  
Academic and Institutional Research Records Description and Disposition:
Research records created by individual students, groups of students, or staff activities (and management data accumulated in controlling or directing such research) at selected Army educational activities. Included are --

a. Final research products or reports of the United States Military Academy (USMA), and index.
   Disposition: Permanent.

b. Other research products and reports of USMA and ANRTA, such as draft theses, papers, consulting materials, supporting documents, etc. (but not including the final research products or reports).
   Disposition: Destroy when no longer needed for current operations.

c. Research management records of USMA and ANRTA.
   Disposition: Destroy when no longer needed for current operations.

Additional information requested by NARS/NCD:
(See continuation page)

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101–114
### Request for Records Disposition Authority – Continuation

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Additional information requested by NARS/NCD:

- **ITEM**
- **USMA**
- **AMETA**
- **Volume**: 172' 60'
- **Arrangement data**: Alpha w/in class
- **Samples**: Attached

Have been requested; will be forwarded on receipt.
The Department of the Army is requesting that a permanent retention period be established for the final research products and final research reports within its academic and institutional research files at the United States Military Academy. All other records within the series, the Army suggests, should be destroyed when no longer needed for current operations.

NARA should approve this job as the final research products and reports within this series have important technical research value. The remainder of the files are simply working and back-up papers unnecessary to maintain once current operational use has been exhausted.