

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-AU-84-35	
DATE RECEIVED 6/1/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6/6/84</i> Date	<i>Robert M. Ward</i> Archivist of the United States

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 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 29 MAY 1984	D SIGNATURE OF AGENCY REPRESENTATIVE <i>John Henry Hatcher</i>	E TITLE Archivist of the Army
	JOHN HENRY HATCHER, Ph.D.	

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>File number 1010-07, appendix K, AR 340-18 Title: Instructor Information Files Description: (no change) Disposition: Cut off on transfer or separation of instructor. Destroy after 10 years in current files area. <u>Exception: USMA -- Destroy after 25 years in current files area.</u></p> <p>Background: This exception to the approved retention period for these records has been requested by U.S. Military Academy, West Point, New York per the documentation attached. The increased retention period is for the purpose of providing reference services on the record series. These records will not enter into the Federal Records Center System. The records are arranged alphabetically; current total accumulation is 20 linear feet, with an annual accretion of 5 linear feet.</p> <p><i>Mass Data Change sheet Not needed</i></p>	/	

Agency sent 6-26-84 by Dmm.

84-34

APPRAISAL REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCl-AU-84-35

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 [Signature]</i>	6/4/84
	DIRECTOR, RECORDS DISPOSITION DIVISION	<i>Raymond A. Marley</i>	6/4/84
CON- CURRENCES			

SECTION III - APPRAISER'S COMMENTS

This job merely increases the retention period for records accumulated by the US Military Academy pertaining to individual instructors, such as resumes, evaluations, and similar documents. Currently, these clearly disposable records are scheduled for destruction 10 years after cut-off at all Army schools. This job increases their retention period to 25 years at West Point only. Because of the greater prominence of West Point instructors, the Army has found that their files have administrative value for more than 10 years and, therefore, has submitted this action.

Army's position appears reasonable and, thus, NARS should approve this job, particularly as these records will never enter the FRC system. Since this job covers records already approved for disposal, NNM concurrence is not needed.