

770670

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-38-77-3	
DATE RECEIVED 23 AUG 1977	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-12-77 Date	<i>James P. O'Keefe</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 NAVY

2. MAJOR SUBDIVISION **ASSISTANT VICE CHIEF OF NAVAL OPERATIONS
DIRECTOR OF NAVAL ADMINISTRATION**

3. MINOR SUBDIVISION
NAVAL RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
CAPT F. J. LaMotte

5. TEL EXT.
697-2311

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.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul m. white</i>	E. TITLE
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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>INDIVIDUAL STUDENT CUMULATIVE RECORDS</u></p> <p>An official cumulative record of yearly grades, standardized test scores, attendance, dates of entrance and withdrawal, and similar information maintained for the individual student.</p> <p><u>DISPOSITION:</u></p> <p>a. Elementary Records (grades kindergarten through 8):</p> <p>Destroy 5 years after graduation, death, or withdrawal of student.</p> <p>NOTE: When student transfers to another school, forward by mail to the sponsor or official of the receiving school upon proper application.</p> <p>b. Secondary Records (grades 9 through 12):</p> <p>Destroy when 65 years old. Transfer to the Washington National Records Center, Washington, D.C. 20409, 5 years after graduation, withdrawal, transfer, or death of student, or upon desestablishment of school.</p> <p>NOTE: When student transfers to another school,</p>	<p>SECNAVINST P5212.5B PART II CHAPTER 1 1755 (2)</p>	

115-107

Sent to agency. NNA, NCW, NCP, NCRC-10/14/77

30 items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

forward transcript by mail to official of the receiving school upon proper application. Retain one copy to transcript with cumulative record.

2 TEACHER'S CLASSBOOK OR REGISTER

Elementary and secondary teachers' records of daily, weekly, semester, and annual scholastic marks and averages, attendance, and dates of withdrawals.

SECAVINST
P5212.5B
Part II
CHAPTER 1
1755 (3)

DISPOSITION:

Destroy when 5 years old.