

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER: <i>N1-127-01-1</i>	
1. FROM (Agency or establishment) Department of Defense		DATE RECEIVED <i>07/10/01</i>	
2. MAJOR SUBDIVISION Headquarters U.S. Marine Corps		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Director of Administrative Management Division (ARSE)		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Linda B. Goodwin Marine Corps Records Manager	5. TELEPHONE (703) 614-2311		

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 20010418	SIGNATURE OF AGENCY REPRESENTATIVE <i>James C. Jensen</i> James C. Jensen	TITLE DON Records Manager Records Administrator
------------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	See attached schedule.		
<i>cc: Agency, NR</i>			

1. Marine Corps University Student Individual Research Papers from Command & Staff College, Amphibious Warfare School, School of Advanced Warfighting, and Command and Control System School.

Retention: Destroy when 20 years old or no longer needed for research and reference whichever is later.

2. Electronic Mail and Word Processing System Copies
  - a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.