

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Office of the Secretary of Defense

3. MINOR SUBDIVISION
WHS, C&D Directives and Records Branch (Records Section)

4. NAME OF PERSON WITH WHOM TO CONFER
Jesse McNeal

5. TELEPHONE
(703) 588-0159

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-330-00-1

DATE RECEIVED
12-6-99

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
5/3/00

ARCHIVIST OF THE UNITED STATES
[Signature]

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 _____ 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: 9/29/99
SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]*
H. D. Neeley
TITLE: OSD
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 GRS OR SUPERSEDED JOB CITATION	10.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	1903-01 Elementary School Student Record Files	NI-330-99-1	
2	1904-01 Secondary School Student Record Files See attached	NI-330-87-1 & 87-2 NI-330-88-1 NI-330-88-1	

1. 1903-01 Elementary School Student Record Files (NI-330-99-1)

Documents pertaining to K-6th grade students. Documents on enrollment and registration (record copy of DS FM 600 and documentation enrollment category), standard achievement tests, grades, report cards, attendance and reading records, teachers' comments, parental correspondence, other notes, or related information. No personal information that might result in embarrassment, inconvenience, or unfairness should be kept in these records. All records on special education must be maintained in 1903-03.

Disposition: Destroy 3 years after transfer, withdrawal, or death (GTWD) of student. Files may be purged of all information after 1 year except report cards or other records which document academic achievement, attendance, standardized testing, and promotion/retention data. When student transfers to another school, a copy of the record may be released to the parent/student for hand carrying to the next school. If transferred outside of DoDEA, an official copy will be provided on receipt of an authorized request.

Note to appraiser: This series previously included records for grades kindergarten through grade 8. Grades 7 and 8 have been incorporated into series in 1904-01 under Secondary School Files. Students in grades 7 and 8 are now able to enroll in science and math classes and receive credit for high school graduation. Therefore, it is necessary to maintain these records for 5 years in order that students taking these courses receiver proper credit. Elementary Student Record Files identified in 1903-01 should be destroyed 3 years after TWD of student. Longer retention is not required.

2. 1904-01 Secondary School Student Record Files

Documents pertaining to 7th through 12th grade students. Documents include enrollment and registration forms, DoDEA FM 200/transcript form (reflecting grades and credits), standardized achievement tests, attendance), discipline actions, health information, copies of report cards, letters of recommendation and correspondence with parents and/or similar and related information. No personal information that might result in embarrassment and unfairness will be maintained in these records. All records on special education will be maintained in 1905-06.

WITHDRAWN

Disposition: a. FM 200 - cut off on graduation, transfer, withdrawal, or death (GTWD) of student. Transfer FM 200 to regional office after 4 years. Retire to FRC after 1 year. Destroy when 50 years old. b. Destroy all other records. When student transfers to another school, a copy of the record may be released to the parent/student for hand carrying to the next school. If the student transfers to a school outside the DoDEA,

~~an official copy will be provided upon receipt of an authorized request.~~