

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-330-88-1

DATE RECEIVED

12/10/87

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

Washington Headquarters Services

3. MINOR SUBDIVISION

Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

D. Joseph Cragg

5. TELEPHONE EXT.

695-0970

DATE

3/2/88

ARCHIVIST OF THE UNITED STATES




6. CERTIFICATE OF AGENCY REPRESENTATIVE

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 6 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE	D. TITLE
Dec87	H. D. Neeley 	Records Administrator

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)</p> <p>1903-01 Elementary School Student Record Files</p> <p>Documents pertaining to enrollment and registration (record copy of DSF 100 and documentation enrollment category), standardized 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 pertaining to special education must be maintained in 1903-03.</p> <p>Disposition: Destroy 3 years after transfer, withdrawal, or death (TWD) of student. Files may be purged of all information except report cards or other records which document academic achievement, attendance, standardized testing, and promotion or retention data. When student transfers to another school, a copy of the record may be released to parent/student for handcarrying. If transferred outside DoDDS, an official copy will be provided on receipt of an authorized request.</p>		603-02.3.a
2.	<p>1903-02 Health Record Files</p> <p>Includes Student Health Records (DSF 120), immunization</p>		

Agency copy sent 3/3/88
NCF 3/4/88

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2. Cont'd)	<p>records (DSF 122), parental permission forms, screening results, sports physicals, physician referrals, medication instructions, consent forms, copies of accident reports.</p> <p>Disposition: Place in student record file (1903-01) upon TWD of student</p>		
3.	<p>1903-03 Elementary School Special Education Files</p> <p>Documents pertaining to special education, to include preferences and referral forms and documentation, test protocols, Individual Education Plans, Case Study Committee reports and plans and evaluation reports and summaries of correspondence with parents (including invitations to meetings and permission for assessments), file access records, cross-reference location information and, when appropriate, samples of student's work.</p> <p>Disposition: Cut off on TWD of student. Retain in CFA 3 years. Trf regional office for 1 year. End of 4th year, trf to FRC. Destroy when 25 years old. When student transfers to another school, a copy of the record may be released to parent/student for handcarrying. If transferred outside the DoDDS, an official copy will be provided on receipt of an authorized request.</p>		
4.	<p>1903-04 Ancillary Service Files</p> <p>Documents pertaining to supplemental services (TAG, ESL, Compensatory Ed, RIS, etc.) to include consultation and referrals, test protocols, case study committee process forms, progress and evaluation reports and summaries, teachers' notes, general correspondence, and samples of student's work.</p> <p>Disposition: Place in student record file (1903-01) upon TWD of student.</p>		
5.	<p>1903-05 Registration Card Files</p> <p>Copies of Sponsor/Pupil Registration Cards (DSF 100) reflecting enrollment verification, sponsoring agency, and emergency locator information. Record copy is kept in the student record file with appropriate documentation of enrollment category (original copy preferred by not mandatory).</p> <p>Disposition: Destory when superseded.</p>		

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6.	<p>1903-06 Teacher Class Register Files</p> <p>Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, and withdrawal information.</p> <p>Disposition. Cut off at end of school year. Destroy after 1 year.</p>	603-02.3.C	
7.	<p>1903-07 Master Student List Files</p> <p>A listing of all students, by grade, enrolled in grades K-8, by school year. The list will annotate when the student entered or withdrew if either action occurs during the school year. If student attends for entire year, name is sufficient.</p> <p>Disposition: Cut off at end of school year. Destroy after 25 years.</p> <p><i>Hold in CFA. JSC</i></p>		
8.	<p>1904-01 Secondary School Student Record Files.</p> <p>Documents including enrollment and registration forms, DS Form 200 (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 unfairness will be maintained in these records. All records pertaining to special education will be maintained in 1904-06</p> <p>Disposition: <i>a) DSF 200 -- JSC</i> Cut off on graduation, transfer, withdrawal, or death (GTWD) of student. Transfer DSF 200 to regional office after 4 years. Transfer to FRC after 1 year. Destroy when 50 years old. When student transfers to another school, a copy of the record may be released to the parent/student for handcarrying. If the student transfers to a school outside the DoDDs, an official copy will be provided upon receipt of an authorized request.</p>	603-02.4.b 603-02.4f	
9.	<p>1904-02 Transcript Files</p> <p>This file consists solely of the student's permanent record (transcript), DSF 200. This is an optional file; the transcript may be maintained in the student record file (1904-01).</p> <p>Disposition: Maintain DSF 200 IAW 1904-01.</p> <p><i>b) All other records -- Cut-off on GTWD of student. Destroy after 5 years. JSC</i></p>		

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10.	<p>1904-03 Transcript Request Files.</p> <p>Request forms and correspondence authorizing release of academic records and actions taken.</p> <p>Disposition: Cut off at end of school year. Destroy after 2 years.</p>		
11.	<p>1904-04 Registration Card Files</p> <p>Sponsor/Pupil Registration Cards (DSF 100) reflecting enrollment verification, sponsoring agency, and emergency locator information.</p> <p>Disposition: Transfer current card to student record file upon GTWD of student. A copy of current card should be maintained in the student folder to authorized release of records. Destroy when superseded.</p>		
12.	<p>1904-05 Health Record Files.</p> <p>Documents including health record (DSF 120), immunization certificate (DSF 122), TB/first aid parental permission forms, screening results, sports physicals, physician referrals, medication instructions, consent forms, and copies of accident reports.</p> <p>Disposition: Cut off at end of school year. Transfer to student record file upon GTWD of student. Copies may be released to student/parent for handcarrying to next school with an official copy provided upon authorized release.</p>		
13.	<p>1904-06 Special Education Files</p> <p>Documents pertaining to special education programs to include prereferral and referral forms and documentation, test protocols, IEPs, CSC reports and minutes, assessment plans and evaluation reports and summaries, correspondence with parents (including invitations to meetings and permission for assessments), file access records, cross-reference locator information and when appropriate, samples of the student's work.</p> <p>Disposition: Cut off upon GTWD of student. Trf to regional office after 3 years. Trf to FRC after 1 year. Destroy after 15 years. NOTE: When student transfers to another school, a copy of the record may be released to student/parent for handcarrying. If transferred to a school outside DoDDS, an official copy will be provided upon receipt of an authorized request.</p>		

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14.	<p>1904-07 Ancillary Service Files</p> <p>Documents pertaining to supplemental student services (Talented and Gifted (TAG), English as a Second Language (ESL), to include consultation and referrals, test protocols, CSC process forms, progress and evaluation reports and summaries, teachers' notes and general correspondence, and samples of student's work.</p> <p>Disposition: Transfer to student record folder upon GTWD of student.</p>		
15.	<p>1904-08 Report Card Files</p> <p>Consolidated office files containing copies of report cards which reflect scholastic grades, promotion, or retention.</p> <p>Disposition: One copy will be maintained in the individual student record; all others released to student upon withdrawal or transfer or destroyed at end of school year, whichever is appropriate.</p>		
16.	<p>1904-09 Attendance and Discipline Files.</p> <p>Documents reflecting attendance and disciplinary actions, to include teacher referrals, tardy/admission slips, correspondence to and from parents, and similar related information.</p> <p>Disposition: Cut off at end of school year. Upon GTWD of student, transfer to student record (1904-01).</p>		
17.	<p>1904-10 Teacher Class Register Files.</p> <p>Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, withdrawal information.</p> <p>Disposition: Cut off at end of school year. Destroy after 5 years.</p>	603-02.4.c	
18.	<p>1905-01 Student Record Files (Panama Only).</p> <p>Documents pertaining to individual students, to include admission and registration forms, test scores, grades and credits earned, attendance, drop/add class records, correspondence, and similar or related information.</p> <p>Disposition: Cut off on GTWD of student. Transfer to FRC after 5 years. Destroy when 50 years old.</p>		

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19.	<p>1905-02 College Admission and Registration Files (Panama Only)</p> <p>Documents used to register students, including name, address, sponsor information, tuition payments, etc.</p> <p>Disposition: Alphabetical file maintained until verification of agency sponsorship by regional office. Registration forms are then transferred to student record files (1905-01)</p>		
20	<p>1905-03 Class Schedule Files.</p> <p>Information and reference cards reflecting class schedules, locations, courses, and instructors.</p> <p>Disposition: Cut off at end of each semester and transfer to student record file (1905-01).</p>		
21.	<p>1905-04 Instructor Class Register Files.</p> <p>Grade books reflecting daily, weekly, or semester grades and averages, attendance, and withdrawal information.</p> <p>Disposition: Cut off at end of school year. Destroy when 5 years old.</p>		