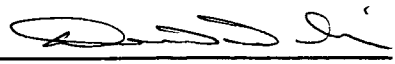



REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-330-89-1	DATE RECEIVED 7-10-89
1. FROM (Agency or establishment) Office of the Secretary of Defense		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Washington Headquarters Services		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Dan Cragg	5. TELEPHONE EXT. 695-0970	DATE 10/5/89	ARCHIVIST OF THE UNITED STATES 

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; 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	
7/7/89	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 GRS OR SUPERSEDED JOB CITATION	10.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.	DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DODDS) 1903-03 Elementary School Special Education Files Documents pertaining to special education, to include pre-ferrals 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. Disposition: Cut off on transfer, withdrawal or death of student. Hold in current files area five years, then destroy.	N1-330-88-1	
2.	1904-06 Secondary School Special Education Files 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 location information and when appropriate, samples of the student's work.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 2

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>
2.	<p>Disposition: Cut off on transfer, withdrawal or death of student. Hold in current files area five years, then destroy.</p> <p>JUSTIFICATION: When these schedules were first proposed, DoDDS legal counsel, based on experience with these kinds of records up to that time, advised a 25-year retention period: 3 years in the CFA, transfer to DoDDS regional offices for one year and transfer to WNRC after the 4th year. Over the past five years, however, it has become apparent that the 25-year retention period is not needed and that the requested reduction will more than satisfy the legal and educational requirements associated with these kinds of records.</p>		