

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NCI-330-81-3</i>	
DATE RECEIVED <i>3-26-81</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>6-11-81</i> Date	<i>[Signature]</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 Defense

2 MAJOR SUBDIVISION
Office of the Secretary of Defense

3 MINOR SUBDIVISION
Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER
J. E. Haines

5 TEL EXT
695-0970

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	E TITLE
18 Mar 81	<i>E. E. Lowry, Jr.</i> E. E. Lowry, Jr.	OSD Records Administrator

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	Addition to 600 series of OSD Administrative Instruction No. 15 (NCI-330-80-4) (See attached sheets)		
	J. E. Haines agreed to amendment of disposition statement for 603-02-5.2 by telephone May 6, 1981. <i>Cy-thin Fry</i>		7 items

603-02-5 PANAMA CANAL COLLEGE FILES

These files relate to the education of students enrolled in the Panama Canal College.

<u>DESCRIPTION</u>	<u>DISPOSITION</u>
603-02-5.1 <u>College Absence, Withdrawal, and Add Files:</u> Documents reflecting student applications for permission to be absent from final exams, student drop and add class records, and administrative withdrawal letters.	Destroy after 1 year.
603-02-5.2 <u>College Academic Record Files:</u> Documents reflecting student grades and credits earned. Included are forms, notes, and similar or related documents.	Cut off on transfer, graduation, withdrawal or death of student. Record will be retained at school for 10 years (should a student re-enroll during this period, the file will become active again). At the end of 10 years, permanent record card(transcript) will be retired to the East Point FARC (4 NC). Destroy after 65 years. An official copy will be provided upon receipt of authorized request. JEH/CGF 5/6/51
603-02-5.3 <u>College Report Card Files:</u> Documents reflecting scholastic grades and promotion or failure. Included are report cards and related documents.	Released to student at end of semester or school year or on transfer of student.
603-02-5.4 <u>College Teacher Class Register Files:</u> Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence, and withdrawal data. Included are class registers and similar or related documents.	Retained at the school for 5 years and then destroyed.

603-02-5.5 College class reporting files:
Documents reflecting teacher reports to Registrar and used as source documents for preparing college academic record. Included are forms, correspondence, and similar or related documents.

Destroyed at the school after 1 year.

603-02-5.6 Credit transfer certificate files:
Documents reflecting college scholastic credits earned. Included are certificates and similar or related documents.

Destroyed at the school after 1 year.

603-02-5.7 College student files: Documents pertaining to individual college students. Included in each folder are absence reports, records of achievement, and aptitude tests.

DESTROY
~~Retained~~ at the school
→ 2 years after graduation, death, or withdrawal of student ~~EXCEPT~~ when a student transfers to another school, a copy of the record may be released to the parents or student (if 18 years or older) for hand-carrying to the receiving school. An official copy of the record will be forwarded to the receiving school upon receipt of authorized request. (The original record is retained at the school.)

Joe HANES/ASD
201/11/28-NEO
5-19-81

603-02-3 ELEMENTARY SCHOOL FILES

These files relate to the elementary education of dependent children of Department of Defense personnel up to and including grade 8 of an elementary school.

DESCRIPTION

DISPOSITION

- 603-02-3.1 Elementary School Student Academic Files: Documents pertaining to individual elementary school students. Included are intelligence quotient, achievement, aptitude, and similar test results; yearly grade average, attendance of each student; reading and health records (SD Form _____); notes related to pupil's progress and characteristics; and similar or related documents, forms or notes useful in counseling and successor teachers. (Optional--Health Record may be retained by the school nurse, if desired, but should be returned to this file at the end of the school year.)

Destroy in Current File Area (CFA) 5 years after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the record may be released to the parents or student for hand-carrying to the receiving school. An official copy of the record will be provided to the gaining school upon authorized request. An audit trail will be maintained in the folder of all requests and releases of information/copies of documents.
- 603-02-3.2 Elementary School Report Card files: Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and related documents.

Release to parents or student at the end of the school year, or on transfer or withdrawal of the student.
- 603-02-3.3 Elementary School Teacher Class Register Files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, and absence and tardiness data. Included are class registers and similar or related documents.

Destroy in CFA after 5 years. Cut off at the end of the school year.

603-02-4 SECONDARY SCHOOL FILES

These files relate to the secondary education of dependents of Department of Defense personnel enrolled in a grade 7-9 junior high school and/or a grade 7-12 high school.

<u>DESCRIPTION</u>	<u>DISPOSITION</u>
<p>603-02-4.1 <u>Secondary School Absentee Files:</u> Documents reflecting absentee students. Included are home-room teachers registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or home-room assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and similar or related documents.</p>	<p>Destroy after 1 year or on discontinuance, whichever is first.</p>
<p>603-02-4.2 <u>Secondary School Academic Record Files:</u> Student Permanent Record Card, reflecting student grades and credits earned.</p>	<p>Cut off on transfer, graduation, withdrawal, or death of student. Retain overseas 5 years. Schools retain for 4 years then forward to the regional office. At the end of year 5, regional offices retire records to the ^{Washington} National Records Center (WNRC). Destroy when 65 years old. Destroy (Exception: Upon inactivation of a secondary school, such records will be forwarded to the regional office where they will be retained until the end of the 5-year period then forwarded to WNRC). When student transfers to another DoD or non-DoD school, forward an official copy to the receiving school on request</p>

DESCRIPTION

DISPOSITION

- 603-02-4.3 Secondary School Teacher Class Register Files: Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness data, and withdrawal data. Included are class registers and similar or related documents.

Destroy in CFA after 5 years. Cut off at the end of the school year.
- 603-02-4.4 Secondary School Class Reporting Files: Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.

Destroy after 1 year or on discontinuance, whichever is first.
- 603-02-4.5 Credit Transfer Certificate Files: Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.

Destroy after 1 year or on discontinuance, whichever is first.
- 603-02-4.6 Secondary School Student Files: Documents pertaining to individual secondary school students. Included in each folder are report cards, forms, notes, student health records, (SD form ___), absence reports, correspondence with parents pertaining to absence; records of achievement, and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memorandums used by student counselors. (Optional-

Destroy in CFA 2 years after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the record may be released to the parents or student for hand-carrying to the receiving school. An official copy of the record will be forwarded by mail to the official of the receiving school after the parent has signed a release of responsibility. An audit trail will be maintained in the folder of all requests and releases of information/ copies of documents.

DESCRIPTION

DISPOSITION

Health Record may be retained by the school nurse, if desired, but should be returned to this file at the end of the school year.)