

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

3/24/81 ✓

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

LEAVE BLANK	
JOB NO <i>NCI-330-81-4</i>	
DATE RECEIVED <i>3-24-81</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>5-15-81</i> Date	<i>[Signature]</i> Archivist of the United States

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 18 Mar 81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>E. E. Lowry, Jr.</i> E. E. Lowry, Jr.	E. TITLE OSD Records Administrator
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Changes to NCI-330-80-4 - OSD Administrative Instruction No. 15		
Category Number Change 603-02-3.1	<p><u>Description of Records</u></p> <p>Elementary school academic record files. Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teacher's comments. Included are notes and similar or related documents.</p>	<p><u>Authorized Disposition Instruction</u></p> <p>Destroy in CFA 5 years after graduation, death, or withdrawal of student. Note: When student transfer 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 upon authorized request. An audit trail will be maintained in the folder of all requests and releases of information/ copies of documents.</p>	

2 items

*Closed Out: 5-20-81: K.T.J.
Copy to Agency & NNM*

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF
2 of 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
<p>Changes</p> <p>Category Number</p> <p>ADD</p> <p>603-02-3.4</p>	<p>to NCI-330-80-4 - OSD Administrative Instruction No. 15</p> <p><u>Description of Records</u></p> <p>Elementary school student files. Documents pertaining to individual elementary school students. Included in each folder are reading and health records, intelligence quotient, achievement, aptitude and similar test results; notes related to pupil's progress and characteristics; and similar matters useful in counseling and useful to successive teachers.</p> <p><u>Authorized Disposition Instruction</u></p> <p>Destroy in CFA 1 year after graduation, death, or withdrawal of student. Note: When student transfers to another school, a copy of the reading and health record may be released to the parents or student for handcarrying to the receiving school. Remaining documents pertaining to the student will be forwarded by mail to officials of the receiving school upon authorized request. An audit trail will be maintained of these releases.</p> <p><u>JUSTIFICATION:</u> This is the format in which these files appeared in the Army regulation which governed dependent children. The files were combined in our request; however, it has proved unnecessary to retain the records outlined in 603-02-3.4 for longer than 1 year. Only the files outlined in 603-02-3.1 have value after the first year.</p>		<p>2 items</p>