

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

Dec. 1/29/79

LEAVE BLANK	
JOB NO NC1-404-79-1	
DATE RECEIVED 29 JAN 1973	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 4-4-79	Signature <i>James E. O'Neill</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 THE ARMY

2. MAJOR SUBDIVISION
THE ADJUTANT GENERAL CENTER

3. MINOR SUBDIVISION
RECORDS MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
R. Bonnell

5. TEL. EXT.
693-1938

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 23 Jan 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carroll G. Oldaker</i> GUY B. OLDAKER	E. TITLE Chief, Records Management Division
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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
1.	<p>United States Military Academy (USMA) Cadet Files. (File Number 709-03) Permanent. MICRODIS 4021</p> <p>Records will be converted to microform IAW 41CFR 101-11.504. They relate to appointment and attendance of each USMA cadet from 1920 to date, and continuing. Under provisions of 41CFR 101-11.503-1, request authority to destroy paper copies of documents after microfilming has proved to be an acceptable substitute.</p> <p>Further request exception to 41CFR 101-11.503-1(a)(1) to retain the original microform plus one positive diazo copy in the USMA Archives. USMA Archives storage facilities meet the requirement of 41CFR101-11.506.</p> <p>Continuing basis to retain the paper cadet files of prominent USMA students.</p> <p>Note: <u>NARS Job NC-AU-75-25</u> authorized USMA to film and destroy the paper records of these files from 1943 to 1975. It has subsequently been determined that our request and your authorization was too restrictive, thus giving rise to this expanded and continuing request.</p>		

Copies sent to NNM, ANRB, & Agency: (LH)
4-5-79

Request for Records Disposition Authority - Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Disposition:</p> <p>a. Paper originals--TEMPORARY. Destroy upon verification that the film meets the standards set forth in 41 CFR 101-11.504.</p> <p>b. Microfilm copies--PERMANENT. Offer one original and one diazo copy to the USMA Archives upon verification that film meets the standards set forth in 41 CFR 101-11.504.</p> <p>The first inspection of film, as required by 41 CFR 101-11.506, will be made within one year after filming.</p> <p>Note: This Request for Disposal Authority applies only to records accumulated at USMA under FN 709-03; it does not apply to records accumulated under FN 709-03 at HQ, DA.</p>		