

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: National Archives and Records Administration (NIR) 8601 Adelphi Road, College Park, MD 20740-6001		JOB NUMBER <i>74-AU-00-19</i>	DATE RECEIVED <i>5-29-2000</i>
1. FROM (Agency or establishment) U.S. Army		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION U.S. Total Army Personnel Command		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Records Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER BETTY S. BURTON	5. TELEPHONE 703-806-4388	DATE <i>11/24/00</i>	ARCHIVIST OF THE UNITED STATES <i>William J. Perry, Acting</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE <i>24 May 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Howard N. Greenhalgh</i> HOWARD N. GREENHALGH	TITLE Director, Records Management Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
2.	<p align="center"><u>Individual Academic Records</u></p> <p>Background Data:</p> <p>Job Number NC1-AU-78-131 applied only to individual academic record files retired before January 1, 1981. This request applies to records created after that date.</p> <p>The Army is very much concerned with its ability to support the individual soldier, both during active service and thereafter. An important aspect of this support is insuring the availability of records that are vital to the service member's rights and interests throughout life. Information from these files can often be used by such individuals to obtain credit for past training. Individual academic records may be required by the individual at any point in the military career or thereafter. Many individuals continue their education after they retire from the Army. While there is no certain, identifiable time span in which such records may be required, we have determined that 40 years is the minimum acceptable retention period.</p> <p>Electronic copies created on electronic mail and word processing systems will be deleted after recordkeeping copy has been produced or when no longer needed for reference, updating, revision, or dissemination.</p> <p><i>Agency, NR, new mw</i></p>		

REQUEST FOR RECORDS DISPOSTION AUTHORITY - CONTINUATION		JOB NUMBER	PAGE 2 OF 2
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>FN: 351a Title: Individual academic records Authority: Privacy Act: AO351a TRADOC; AO351-1a TRADOC Description: Documents indicating courses attended by Army members, course length, extent of completion, results, aptitudes and personal qualities, grade and rating attained, and related information for each individual. Included are cards, forms, and similar documents. Records of individuals re-enrolling in extension courses will be refiled in the active file. Disposition: Code T40 Keep in CFA until no longer needed for conducting business, then retire to RHA. The RHA will retire the record to NPRC (MIL), 9700 Page Blvd, St. Louis, MO 63132 when record is 10 years old. <i>NPRC will destroy the record when 40 years old.</i></p> <p style="text-align: right;"><i>legitimate B. Buxton / Army RMD concur 6-26-00</i></p>	NC1-AU-78-131	