

REQUEST FOR RECORDS DISPOSITION AUTHORITY

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JOB NO. 11-AU-91-15

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

DATE RECEIVED 7-8-91

1. FROM (Agency or establishment) Department of the Army	NOTIFICATION TO AGENCY IAW 44 U.S.C 3303a the disposal request,
2. MAJOR SUBDIVISION U.S. Army Information Systems Command	including amendments, is approved except for
3. MINOR SUBDIVISION DCSOPS (ASOP-MR)	items that may be marked "disposition not
4. NAME OF PERSON WITH WHOM TO CONFER Peter Criscuolo	approved" or "withdrawn" in column 10. If no
5. TELEPHONE EXT. (602) 538-4746	records are proposed for disposal, the signa- ture of the Archivist is not required.
	DATE <u>11/1/91</u> ARCHIVIST OF THE UNITED STATES <u>Candace P. [Signature]</u>

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 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, 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 X is unnecessary.

B. DATE <u>JUN 03 1991</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>[Signature]</u>	D. TITLE Chief, Policy Division
	JAY A. RASCHKE	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION:	10. ACTION TAKEN (NARS USE)
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Army Apprenticeship Program - FN 621-5f

Background: The Total Army Personnel Center, proponent for Army Continuing Education programs, has requested the creation of a new file number for maintaining records related to the Army Apprenticeship Program (AAP) governed by Army Regulation 621-5, Army Continuing Education System. The AAP allows soldiers to record and document skills they have acquired on active duty and receive certification for on-the-job training. The pertinent portion of AR 621-5 is enclosed. The file number would appear as follows:

FN: 621-5f
Title: Army Apprenticeship Program
Description: Documents indicating training received by Army members enrolled in the Army Apprenticeship Program. Included are military training achievements, course attendance, completion records, diagnostic tests, composite course descriptions, and scores record in transcript registry for each member, and similar information.
Disposition: Destroy 20 years after completion of program, or discontinuance of enrollment. Retain in current files area for 5 years and transfer to Records Holding Area.

Copy sent to agency, N&P 11/7/91