3. MINOR SUBDIVISION RECORDS MANAGEMENT DIVISION 4. NAME OF PERSON WITH WHOM TO CONFER ETHEL LITTLES 6. CERTIFICATE OF ACENCY 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 of3 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 disposal after a specified period of time or request for permanent retention. C. DATE JUN 1978 B. DESCRIPTION OF ITEM (With Inclusive Dates of Retention Penods) THEM NO RESEARCH AND STUDY FELLOWSHIP FILES (FN 810-02) AR 340-18- 8. DOCUMENTS relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents. Note; Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file. Disposition Basic Proforming final review: Description of major and intermediate commands: Destroy	REC	See Instructions on reverse		JOB NO	EAVE BLANK			
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RESEARCH AND STUDY FELLOWSHIP FILES (FN 810-02) AR 340-18- 8. Documents relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents. Note; Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file. Disposition As staff performing final review: Destroy after 20 years.		Lausel 5 Jum		RECORDS MANAGEME	ENT DIVISIO	ON		
8. Documents relating to the award of the Secretary of the Army's Research and Study Fellowships to enable outstanding career employees to make contributions to the Army through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals and disapprovals, minutes of the staff committee performing final review and award, completed project reports, and similar or related documents. Note: Research and study reports requiring action by the employee's installation or organization will be filed in the appropriate functional file. Disposition Aba staff performing final review: Destroy after 20 years. Reviewing offices of the DA staff and of major and intermediate commands: Destroy		8. DESCRIPTION OF ITEM			SAMPLE OR	10. ACTION TAKEN		
after 2 years, or on discontinuance, whichever is first.	1	8. Documents relating to the the Army's Research and Stude standing career employees to Army through study and research tions, recommendations of lowents on the proposed study approvals, minutes of the staffinal review and award, compaining or related documents Note: Research and study the employee's insolve filed in the approval of the staff period of the staff	e award of the y Fellowships to make contributerch. Included eal training coproject, approvaff committee pleted project reports requirallation or or propriate functorforming final 20 years. ffices of the Description of th	Secretary of to enable out- tions to the are applica- maittees, com- rals and dis- performing reports, and ring action by reganization will tional file. PA staff and of mands: Destroy	DISPOS NOT A	ITION		

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STANDARD FORM 115
Revised April, 1975

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equest fo	or Records Disposition Authority—Continuation	JOB NO		PAGE XXX 2 of
7. TEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	S	9. AMPLE OR JOB NO	10. ACTION TAKEN
2	CIVILIAN TRAINING WAIVER FILES (FN 810-03) Documer related to authorizing waivers to the criteria for tion and assignment of employees for training in no Government facilities. Included are requests for v recommendations, approvals, and similar or related ments.	sele- on- vaivers.		
	Note: Operating personnel offices will use file ber 810-09, contract training files. Disposition Office responsible for authorizing waiver: Destroy after 20 years. Other offices: Destroy after 2 years.	the D	1580. NOT	SITION APPROX
3•	FOREIGN TRAINING APPROVAL FILES. (FN 810-05) Docume related to approving the use of facilities of foreign governments or international organizations for the ing of civilian employees. Included are recommended for use of foreign training facilities, approvals, similar or related documents. Excluded are contracted documents and personnel assignment documents.	gn train- ations and		
	Disposition Office responsible for Department Army approval: Destroy 20 years a withdrawal of the facility for tra purposes. Recommending offices: Destroy on mination that the services of the facility are no longer required.	fter dining deter-	NOT	POSITIO APPROV
	Other offices: Destroy after 2 years	ars.		
4	CIVILIAN TRAINING MATERIAL FILES (FN 810-11) Docume used in the training of civilian personnel through on-post training courses and instructional conferent Included are minutes and agenda of instructional conferences, course outlines, handouts, instruction shand similar or related documents.	short ces. n-		
	Disposition Office preparing material for Army use: Destroy after 10 years. Cut annually or when superseded or obs as appropriate.	off		

The files covered by this disposition request are believed to lack sufficient value to warrant permanent retention. They were selected for disposal from a large number of presently unscheduled files. Assisting this Division in making this selection were representatives from the Records Disposition and Military Archives Divisions National Archives and Records Service.	Request	for Records Disposition Authority – Continuation	JOB NO		PAGE XOE 3 of 3
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