

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE ARMY

2 MAJOR SUBDIVISION

Office of The Adjutant General

3 MINOR SUBDIVISION

Records Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

John G. Vos

5 TEL EXT

325-6044

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.

A Request for immediate disposal

B Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
4 Aug 83		JOHN HENRY HATCHER, Ph.D. Archivist of the Army

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p><u>File Number:</u> 704-03, AR 340-18-7 <u>Title:</u> Examination Files <u>Description:</u> Information about examining individuals for military service. Included are consent forms, reports of medical prescreening and examination, aptitude scores, and other related records, reports, and correspondence. Files may be color coded or otherwise marked to facilitate periodic screening for destruction. <u>Disposition:</u> Destroy when no longer needed for current operations.</p> <p><u>Remarks:</u> This request is to change the title, description, and disposition of this record series to facilitate their maintenance and disposition at Armed Forces Entrance and Examining Stations. The extant disposition calls for files of individuals who have entered the service and are on active duty to be cut off monthly and destroyed after an additional three months, and all others to be cut off in 6-months blocks and destroyed after an additional year. The proponent of these records (US MEPCOM) has suggested this change in order to save time, as files are searched and retrieved daily as applicants report for enlistment processing.</p>	NN-166- 178, apvd 31 May 1966	1 item

115-107 MASS DATA #83-52 CHANGE
UNNECESSARY (records not to be retired to
Agency Sent 10-13-83 by DMW. FRCs) STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

APPRaisal REPORT ON RECORDS DISPOSITION REQUEST

JOB NUMBER
NCL-AU-83-52

SECTION I - ACTION TAKEN

1 APPROVED FOR DISPOSAL The records described under all items of the schedule except those that may be listed in blocks 2, 3 and 4 of this section, are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government

GENERAL ACCOUNTING OFFICE CONCURRENCE IS NOT NECESSARY IS NECESSARY AND HAS BEEN OBTAINED

2 APPROVED FOR PERMANENT RETENTION The records described under the following item or items have been appraised by the National Archives and Records Service (NARS) and are designated for permanent retention by the Federal Government. The agency will offer these records to NARS as specified in the schedule

3 DISPOSITION NOT APPROVED The records described under the following item or items are not approved for disposition. See Section III of this form for explanation

4 WITHDRAWN The records described under the following item or items have been withdrawn at the request of the agency

SECTION II - RECOMMENDATION/CONCURRENCES

APPRaisal	TITLE	SIGNATURE	DATE
APPRAISER		<i>Robert W. Stompe</i>	Sept. 21, 1983
DIRECTOR, RECORDS DISPOSITION DIVISION		<i>Raymond A. Mosley</i>	9/21/83

SECTION III - APPRAISER'S COMMENTS

In NCL-AU-83-52, the Army asks for the modification of an existing disposition for documents created in support of an individual's potential entrance into military service. Though the Army expects that these will probably be retained no more than the present maximum of eighteen months, the proposed disposition would allow Entrance and Examining Stations more flexibility, and thus greater appropriateness, in maintaining and purging their files. The records are not to be retired to Federal Records Centers, but to be destroyed at the creating facility.

As these records were approved for disposal by NN-166-178, NNM's concurrence in the present request is unnecessary.

I recommend approval of NCL-AU-83-52.