

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(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  
THE ADJUTANT GENERAL CENTER
3. MINOR SUBDIVISION  
RECORDS MANAGEMENT DIVISION
4. NAME OF PERSON WITH WHOM TO CONFER  
John Roach
5. TEL. EXT.  
31938
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>AUG 26 1975</b>	JOB NO. <b>NC - AU - 76 - 8</b>
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 "with-drawn" in column 10.	
8/26/75 <i>James P. O'Neill</i> (Date) <i>Acting Archivist of the United States</i>	

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.

8/26/75 *S. J. Pomrenze*  
Date (Signature of Agency Representative) S. J. POMRENZE, Chief, Records Management Division (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>INDIVIDUAL ACADEMIC AND COLLATERAL TRAINING RECORDS, 1892 - 1946.</u></p> <p>Documents indicating courses attended by Army officers and enlisted men including such information as length of each course, extent of completion of courses, results, aptitudes and personal qualities, and grade and rating attained. Intermixed with this documentation are collateral records such as progress reports, registration forms, examination papers, and absentee reports. The files consists primarily of cards and card forms.</p> <p><u>DISPOSITION: DESTROY</u></p> <p>These records are located at the National Personnel Records Center (Military), St. Louis, Missouri. While the records date from as early as 1892, the majority of them are from the World War II period. It is estimated that well over half of the records related to Officer Candidate School training. The volume of the records totals approximately 1,500 cubic feet.</p> <p>Under AR 340-18-10, File No. 1012-03, academic records are disposable after forty years, which means that the records of the latest date, 1946, would be disposable in</p>		

*Copy to Agency + NPRC 8-27-75*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1987. The academic records dating prior to 1935 are now disposable, as are all the collateral records under AR 340-18-10, File No. 1012-04; but as these records are generally intermixed with academic records that are not eligible for disposal, a separate disposal of them cannot be made.</p> <p>The Military Center reports that reference on these records is light, around five per month. Moreover, the requests pertain to matters of interest to the veteran himself and presumably do not involve the interests of the Army. Furthermore, the records are not used in the reconstruction of Army service records destroyed in the 1973 Center fire.</p>		

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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	5. TEL. EXT.

LEAVE BLANK		
DATE RECEIVED	JOB NO.	
DATE APPROVED		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO.	CONGRESS	DATE
	SESSION	
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS "DISPOSAL APPROVED" IN COLUMN 10.		
		(Date)
		Archivist's Represent

6. CERTIFICATE OF AGENCY REPRESENTATIVE:  
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in schedule of 2 pages are proposed for disposal for the reason indicated: ("X" only one)

<input checked="" type="checkbox"/> <b>A</b> The records have ceased to have sufficient value to warrant further retention.	<input type="checkbox"/> <b>B</b> The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.
---	---

(Date) \_\_\_\_\_ (Signature of Agency Representative) \_\_\_\_\_ (Title) \_\_\_\_\_

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION
1.	<p><u>INDIVIDUAL ACADEMIC AND COLLATERAL TRAINING RECORDS, 1892 - 1946.</u></p> <p>Documents indicating courses attended by Army officers and enlisted men including such information as length of each course, extent of completion of courses, results, aptitudes and personal qualities, and grade and rating attained. Intermixed with this documentation are collateral records such as progress reports, registration forms, examination papers, and absentee reports. The files consists primarily of cards and card forms.</p> <p>DISPOSITION: <u>DESTROY IMMEDIATELY</u></p> <p>These records are located at the National Personnel Records Center (Military), St. Louis, Missouri. While the records date from as early as 1892, the majority of them are from the World War II period. It is estimated that well over half of the records related to Officer Candidate School training. The volume of the records totals approximately 1,500 cubic feet.</p> <p>Under AR 340-18-10, File No. 1012-03, academic records are disposable after forty years, which means that the records of the latest date, 1946, would be disposable in</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>1987. The academic records dating prior to 1935 are now disposable, as are <sup>all</sup> the collateral records under AR-340-18-10, File No. 1012-04; but as these records are generally intermixed with academic records that are not eligible for disposal, a separate disposal of them cannot be made.</p> <p>The Military Center reports that reference on these records is light, around five per month. Moreover, the requests pertain to strictly private matters of interest only to the veteran himself and in no way involve the interests of the Federal Government. The Government, of course, is not obligated to retain records that might incidentally, or accidentally, contain information useful in private matters in which the Government itself has no interest. Furthermore, the records are not used in the reconstruction of service records destroyed in the 1973 Center fire. For these reasons, plus the very large volume of the records and the Center's acute need for the space that they now occupy, the early disposal of these records is desirable.</p>		