

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO  NC1-AU-80-10	
DATE RECEIVED 11-15-79	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-18-80 Date Acting	<i>Walter N. Stender</i> Archivist of the United States

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's Office

3. MINOR SUBDIVISION  
 Records Management Division

4. NAME OF PERSON WITH WHOM TO CONFER

Phil Burnam

5. TEL EXT.

693-1937

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 3 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 13 Nov 79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Guy B. Oldaker</i>	E. TITLE Chief, Records Management Division
----------------------	----------------------------------------------------------------	------------------------------------------------

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Army Continuing Education System Files, Subfunctional Category 1014, AR 340-18-10.</p> <p>The attached proposed disposition standards constitute a complete rewrite of subfunctional category 1014, AR 340-18-10. They bring the standards into line with current Army Continuing Education System program requirements.</p>		

*14 items*

*Army copy sent 4/21/80 gm*  
*Closed - 4-24-80*

*Copy to NNM*  
*del RRC 4-22-80*

pen ink changes made per conversation with  
Phil Burnam 8/14/80

1014 ARMY CONTINUING EDUCATION SYSTEM FILES

These files relate to the establishment, operation, and supervision of an Army program designed to provide military personnel with the opportunity to continue their personal educational and vocational development by voluntary enrollment in civilian educational institutions, correspondence courses, group study courses, vocational practice and on-the-job training, and apprenticeship programs.

- 1014-01 Educational development program files. Documents relating to the administration of the Army Continuing Education System (ACES). Included are program planning documents, documents relating to ACES sub-programs, services and materials provided by the Defense Activity for Non-Traditional Education Support, communications with institutions and associations, enrollment applications, inventories of test materials, notifications of possible compromise of test materials and resulting investigations, and related documents.
- 1014-02 Armed Forces Institute Branch Office establishment files.
- 1014-03 Course approval files.
- 1014-04 Army Continuing Education System reporting files. Documents reflecting data on the types of courses, enrollments, funds expended, and other information pertaining to the Army Continuing Education System. Included are recurring reports, extracted statistical and narrative data, and related documents.
- 1014-05 Armed Forces Institute activity reporting files.
- 1014-06 College equivalency evaluation files. Documents relating to the evaluation of the education and training of Army personnel for the purpose of issuing a certificate equivalent to 2 years of college. Included are requests for evaluation, return endorsements, and related documents. (NOTE: This function was discontinued effective 15 March 1979).
- a. Offices performing Army-wide responsibility and offices of major command headquarters: Destroy after 5 years.
- b. Other offices: Destroy after 2 years.
- Rescinded. Use file number 1001-02.
- Rescinded. Use file number 1014-01.
- ~~Destroy after 5 years.~~  
a. Offices with Army-wide responsibility: 1) Consolidated Reports - Permanent \*  
2) Other Reports -- TEMPORARY. Destroy after 5 years.  
b. Other offices: Destroy after 5 years.
- Rescinded. Use file number 1001-02.
- Destroy after 2 years.

\* Permanent records will be offered NARS in 5 year blocks when oldest records in the block are 20 years old. Annual accumulation is negligible.

1014-07 Enrollment application files.

Rescinded. Use file number  
1014-01.

1014-08 Individual educational development files. DA Form 669, Educational Development Record, and related documents.

- a. PCS of individual: Forward record and its contents with the Military Personnel Records Jacket.
- b. Separation of individual: Withdraw and give record to individual.
- c. Death of individual: Destroy.

1014-09 Test violation files.

Rescinded. Use file number  
1014-01.