

REQUEST FOR RECORDS RETENTION SCHEDULE  
Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

DIVN. OF CERTIFICATION AND ACCREDITATION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. TEACHERS PHYSICAL AND MEDICAL EXAMINATION

Size of Documents: 8 1/2" x 11"  
Period Covered: 1927 - -  
Quantity: 9 drawers (13 cubic feet)  
File Arrangement: by year and alphabetically therein  
Annual Accumulation: none  
Disposable Amount: 11 cubic feet

Record of physical and medical examination required of teachers applying for a teaching certificate. In December, 1954, the Department discontinued requiring this examination as the result of an opinion by the Attorney General. (Informal Opinion, December 17, 1954)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY

*Approved Hall of  
Records Commission*

7. Agency, Division or Bureau Representative

*Mark S. Bateman - Director of Certification and Accreditation - March 10, 1955*

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

*March 11, 1955* *Morris S. Radloff*

Date

Archivist

*MAR 14 1955*

Date

*J. Maloney*  
Secretary