

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See instructions on reverse)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE	
2. MAJOR SUBDIVISION Directorate of Information Management	
3. MINOR SUBDIVISION Policy Division, SAF/AAIA	
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE 703-614-3494

LEAVE BLANK (NARA use only)	
JOB NUMBER NI-461-92-4	
DATE RECEIVED 9-25-91	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE 11/31/92	ARCHIVIST OF THE UNITED STATES

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE 09 SEP 1991	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	USAFA ACADEMIC TRAINING (Table 50-5) (Formerly USAFAR 12-50, Table 50-1) (Applicable to USAF Academy only) Rule 13. Added, to dispose of Academic Advisor records after cadet's graduation. These records are used to answer possible inquiries of the cadet's academic performance and monitor cadet's progression. The USAFA no longer needs these records after the cadet graduates.		
2	Rule 14. Delete, as its records are now covered for disposition in added Rule 13 above; and Table 11-4 (USAFA Administrative Records), Rule 13 (Academic Review Committee records).	NC1-461-82-17	
3	Rule 14. Added, to dispose of Academic Advisor records on disenrolled cadets for destruction 6 months after cadet's disenrollment date. These records are also used to answer possible inquiries of the cadet's academic performance and monitor cadet's progression. Academic advisors no longer need these records 6 months after the cadet leaves the academy.		

Copy sent to agency 2/5/92

TABLE 50-5

USAFA ACADEMIC TRAINING

R U L E	A	B	C	D
	If records are	consisting of	which are	then
13 *	Academic Advisor records	correspondence and related records such as get well plans, grades, Academic Review Committee notifications, Academic Program Summaries, counseling sessions	kept by each academic advisor	destroy after cadet's graduation.
14 *			kept by each academic advisor on disenrolled cadets	destroy 6 months after cadet's disenrollment date.