

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
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-461-92-5

DATE RECEIVED  
11-22-91

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
1/27/92

ARCHIVIST OF THE UNITED STATES  
*[Signature]*

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 3 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  
8 NOV 1991

SIGNATURE OF AGENCY REPRESENTATIVE  
*Grace T. Rowe*

TITLE  
GRACE T. ROWE  
Chief, Records Mgmt Policy Branch  
Directorate of Information Mgmt

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>USAFA ADMINISTRATIVE RECORDS (Table 11-4) (Formerly USAFAR 12-50, Table 11-1) (Applicable to USAF Academy only)</p> <p>Rule 10. Air Force agrees to retire curriculum committee records as permanent. We previously submitted an SF 115 for their permanent retention, along with a non-permanent disposition for Academy Board records (NARA Job No. NC1-461-85-2). As NARA also wanted permanent retention of Academy Board records, per NARA attached 1989 letter, the SF 115 was not approved.</p>		
2	<p>Rule 12. Air Force agrees to retire Academy Board records as permanent, as requested by NARA per attached.</p>		
3	<p>Note 1. USAF Academy plans to offer the curriculum committee records to National Archives in 5 year blocks when latest records are 25 years old.</p>		

*Copies sent to agency, NNA, A/PF NIA, 2/4/92*

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
4	<p>Note 2. USAF Academy plans to offer the Academy Board records to National Archives in 5 year blocks when latest records are 50 years old. As the Academy Board records have cadet personal data, the Air Force Academy needs to hold them for 50 years to protect cadet privacy. We have examples of these records for your review if necessary.</p>		

TABLE 11-4

USAFA ADMINISTRATIVE RECORDS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
10	curriculum committee	*meeting minutes, change proposals, and related records on curriculum changes	*record copy at Office of the Registrar	*retire as permanent (note 1).
12	Academy Board	*minutes, results, and decisions of the Academy Board meetings, and background material	*record copy at Director of Admissions	*retire as permanent (note 2).

NOTES:

\*1. Offer to the National Archives in 5 year blocks when latest records are 25 years old.

\*2. Offer to the National Archives in 5 year blocks when latest records are 50 years old.