

Recd NCO 11 Aug 1978

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO

NC1 461 78 1

DATE RECEIVED

AUG 28 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-15-78 *James B. Roads*
Date 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 AIR FORCE

2. MAJOR SUBDIVISION
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL. EXT.

767-4496

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 2 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 4 AUG 1978	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL, Chief Documentation Management Br
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p style="text-align: center;">TRAINING RECORDS (Applicable to the United States Air Force Academy)</p> <p>These documents are created and accumulated by various elements of the United States Air Force Academy and serve to document and control programmed activities of Air Force Cadets and faculty members at the Academy.</p> <p>The disposal criteria are considered adequate to meet Air Force requirements.</p> <p>The attached recommended disposition criteria are to be listed in the United States Air Force Academy Regulation 12-50.</p>		4 items

sent to Agency only 9-18-78 MGA

TABLE A

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	physical education record	★ computer print-out (5 x 8 card) of all physical education grades, physical aptitude Examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet	maintained by the Department of Physical Education, Evaluation Division	★ destroy after microfiche has been inspected and found acceptable.
1.1 ★		microfiche copy of physical education record (graduating class)	maintained by the Department of Physical Education, Research Division	destroy 75 years after graduation
2 ★	cadet personality file	forms, newspaper clippings, pictures, and articles on USAF Academy cadets who participate in the athletic program	at the USAFA Department of Athletic Sports Information Office	maintain 20 in the Department of Athletics and destroy after 20 years. [Amended by P.A. Wire per K.J. Bilek 9/12/78.]
3	intramural season participation record and performance rating	forms used by each intramural team for an entire season to check on team members' attendance/participation	maintained by the offices of Physical Education	★ destroy after 1 year.