

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

*Rec. 12/23/75*

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 and Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr K. J. Bilek

5. TEL. EXT.

767-4496

LEAVE BLANK
JOB NO. <b>NC 1-<del>761</del>-79 1E</b>
DATE RECEIVED <b>2 JAN 1979</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<i>1-10-79</i> Date <i>James B. Rhoads</i> Archivist of the United States

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 <b>19 DEC 1978</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE Information Mgt and Resource Div
-------------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center"><b>ADMINISTRATIVE RECORDS</b></p> <p align="center">(Applicable to the United States Air Force Academy)</p> <p>The documentation described on the attached page is to be disposed of as indicated thereon.</p> <p>These documents are created and accumulated by the cadet plans and programs division, United States Air Force Academy and serve to document and control summer training records.</p> <p>The attached recommended disposition criteria is to be published in the United States Air Force Academy Regulation 12-50. The retention periods will adequately serve all Air Force requirements.</p>		
	<i>Send to agency, NNM, and 8NC. : K.T.D: 1-16-79</i>		<i>2 items</i>

TABLE 50-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
37 ★	summer training records	computer sheets, program directors lists, summer assignments and options, preference lists, completion records of graduates	maintained by cadet plans and programs division	retain 1 year after graduation by OPR, transfer to staging area for 5 additional years, <del>destroy</del> <i>and destroy 6 years after graduation.</i>
38 ★			maintained by cadet plans and programs division which pertains to departed cadets	retain 2 years after class graduates by OPR, transfer to staging area for 2 additional years, <del>destroy</del> <i>destroy years after gradu</i>
				<i>per K.I. dek 1/3/79</i>