

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mrs. Grace T. Rowe

5. TEL EXT

694-3527

LEAVE BLANK	
JOB NO	
NC2-461-82-2	
DATE RECEIVED	
May 27, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-21-82 Date	<i>[Signature]</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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
24 MAY 1982	<i>James E. Dagwell</i>	JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>CHAPLAIN RECORDS (Table 265-1 USAFA Regulation 12-50) (Applicable to Air Force Academy Only)</p> <p>Table 265-1 has been reorganized. Rule 1 was former rule 5. Rule 2 was formerly rule 6. Dispositions remain the same. Rule 3 was moved from table 10-1, rule 1; disposition remains the same. Rule 5 was formerly rule 3. Disposition has changed from dispose of per AFMs 35-14 and 12-50 to destroy upon graduation of individual's class. The cards are kept by class dates, i.e., class of 84, 86, etc. When that class graduates, the cards for the class may be destroyed.</p>		

[No mass data change sheet required]

*Closed Out: 6-30-82: X.T.D.
Copy to Agency*

5 items

TABLE 265-1

CHAPLAIN RECORDS

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
1	Choir Information	forms for identifying musical ability of cadets and aiding in their selection for membership in the Cadet Choir	at Director of Cadet Chapel Music	destroy 1 year after graduation.	T265-1, R5
2	Cadet Religious Information	forms for recording the name, cadet number, class, religious affiliation, family data, religious background, religious interest	at the Office of the Cadet Chaplain		T265-1, R6
3	Request for Chapel Facility Utilization	for scheduling wedding rehearsals, wedding services, rites, and tours in Academy Chapel facilities and for keeping all chapel agencies informed of programmed facility use	at all Academy Chaplain offices	destroy after 3 months or when purpose has been served, whichever is sooner.	T10-1, R1
4	Chorale Information	forms concerning members of the USAFA Cadet Chorale	at offices in charge of the chorale	destroy when superseded, on reassignment, or separation of individual.	T11-1, R16
5	Cadet Counseling Record	cards for choosing new choir members each year and for recording past experiences of each choir	at Cadet Chapel Music Office	destroy upon graduation of individual's class.	T265-1, R3