

**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  
**NC1-461-82-5**

DATE RECEIVED  
**June 2, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

**7-8-82** *R. K. Kelly*  
Date 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 8 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<br><b>27 MAY 1982</b> | D. SIGNATURE OF AGENCY REPRESENTATIVE<br><i>James E. Dagwell</i> | E. TITLE<br><b>JAMES E. DAGWELL<br/>Documentation Management Branch<br/>Information Mgmt and Resources Div</b> |
|-------------------------------|--|--|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9. SAMPLE OR JOB NO  | 10. ACTION TAKEN       |
|------------|--|--|------------------------|
| 1          | <p>FACULTY/CADET RECORDS (Table 30-1, USAFA Regulation 12-50) (Applicable Only to the Air Force Academy)</p> <p>This table has been realigned to properly reflect the various types of records regarding the faculty and cadet records. Transfers from previous tables and rules are provided in column E.</p> <p>Rule 1 is changed from retain 10 years after departure to retain 10 years after departure then forward the records to the Special Collection Office of the USAFA Library for <del>destruction when no longer needed for reference</del>. These files have continuing reference interest. Rule 4 retention remains the same as when the rule was 50-1, rule 30. Rule 5 retention remains 25 years as when in table 30-1, rule 5.</p> <p>Records described in rule 6 may be destroyed <sup>upon</sup> <del>after</del> cadet's graduation or, if disenrolled, when the cadet would have graduated. (Destruction is made by classes, i.e., Class of 82, 85, etc.) Rule 7 retention remains the same as when in table 11-3, rule 8.</p> <p>Rule 9 retention remains the same as when in table 30-1, rule 15. Rule 10 retention remains the same as when in</p> | <p>NN-174-057<br/>NN-173-181<br/>NN-170-32<br/>NC1-AFU-77-94<br/>NC1-AFU-77-248<br/>NC-174-248</p> | <p><b>23 items</b></p> |

115-107 *No mass date change sheet required. Copy of job sent to NAIM by RAVI on 7/30/82.*

*Closed out: 7-30-82:cm*  
*Copy to Agency*

STANDARD FORM 115  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

**Request for Records Disposition Authority - Continuation**

JOB NO

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| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>ACTION TAKEN |
|---------------|--|---------------------------|---------------------|
|               | <p>table 30-1, rule 16. Rule 19 retention remains the same as when in table 300-1, rule 6.</p> <p>Information on rules 2, 3, 8, 11 - 18, 20 - 23 is provided in attachment to this SF 115.</p> |                           |                     |

115-203

Four copies, including original, to be submitted to the National Archives

**STANDARD FORM 115-A**  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

TABLE 30-1

## FACULTY/CADET RECORDS

| R<br>U<br>L<br>E | A  | B  | C  | D  | E                        |
|------------------|--|--|--|--|--------------------------|
|                  | If documents are<br>or pertain to  | Consisting of  | Which are  | Then   | Former Table<br>and Rule |
| 1                | Biographical Sketch  | documents used as a primary source for academic information on officers assigned to USAFA teaching positions and as a sole source for academic information on officers who have left | at faculty departments and staff agencies                      | retain in office for 10 years after departure from USAFA, then forward to Special Collections (DFSELSC) and <del>destroy when no longer needed</del> <i>For reference.</i> | T11-3, R34,35            |
| 2                | Tenure Associate Professors, Tenure Staff Officers, and Continuous Tour Officers | correspondence pertaining to the initial request, justification, Superintendent approval, and AFMPC approval   | at Director of Military Personnel and Directorate of Athletics | destroy 1 year after termination or rescission of appointment.   | T50-1, R29               |
| 3                | Instructor Files   | forms and/or correspondence on future, current, and past USAFA instructors   |  | destroy when no longer needed for reference.<br>(note 1)   | new                      |
| 4                | Case Files of Advance Degree Nominations   | correspondence pertaining to the available resources, AFIT eligibility letters   |  | destroy upon completion of AFIT training.  | T50-1, R30               |
| 5                | Graduate Program   | correspondence and related documentation concerning application/preparation and evaluation for scholarships/fellowships  | at Cadet Awards  | destroy after 25 years.<br>(see note 1)  | T30-1, R5                |
| 6                | Conduct and/or Aptitude Probation  | correspondence used to refer cadet for placement on, continuation on, or removal from aptitude or conduct probation  | at Cadet Plans and Policies                                    | destroy <sup>upon</sup> <del>after</del> graduation or, when cadet would have graduated.   | T537-1, R13              |
| 7                | Counseling Record  | forms used in daily contacts with cadets and are part of the individual's counseling file  | at Career Counseling, Cadet Counseling Center                  | destroy 1 year after graduation.   | T11-3, R8                |

TABLE 30-1 (cont'd)

FACULTY/CADET RECORDS

| R<br>U<br>L<br>E | A                              | B  | C  | D  | E                     |
|------------------|--------------------------------|--|--|--|-----------------------|
|                  | If documents are or pertain to | Consisting of  | Which are  | Then   | Former Table and Rule |
| 8                | Investigation Files            | investigative material pertaining to cadet Honor Code Boards | at Cadet Honor and Ethics  | destroy after 1 year on 1st class cadets. <del>and after</del> 6 months on 2nd, 3rd, and 4th class cadets.   | T30-1, R14            |
| 8.1.             |                                |  | <i>destroy after</i>   |  | new                   |
| 9                | Case Files of Honor Hearings   | honor hearings of accused cadets                             | guilty cases   | destroy after 5 years.   | T30-1, R15            |
| 10               |                                |  | not guilty and discretion cases  | destroy after 1 year.  | T30-1, R16            |
| 11               | Honor Code Board Log           | numerical log of all Honor Code Boards                       |  | destroy when no longer needed for reference. (note 1)  | new                   |
| 12               | Ethics Review Committee        | minutes of meetings and background material                  |  |  |                       |
| 13               | Honor and Ethics Training      | material used for honor and ethics training                  |  | destroy after 1 year or when no longer needed, whichever is sooner.  | T30-1, R12            |
| 14               | Exit Questionnaire             | resignation questionnaire on honor code                      |  |  | T35-1, R14            |
| 15               | Boards and Investigations      | case files on cadets documenting investigations and boards   | original cases for disenrolled cadets; maintained in Cadet Personnel until completed | upon case completion, send to Cadet Examinations and Records for retention in Master Cadet Personnel Record. | new                   |

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TABLE 30-1 (cont'd)

FACULTY/CADET RECORDS

| R<br>U<br>L<br>E | A<br><br>If documents are<br>or pertain to | B<br><br>Consisting of   | C<br><br>Which are   | D<br><br>Then   | E<br><br>Former Table<br>and Rule |
|------------------|--|--|--|---|-----------------------------------|
| 16               |  |  | original cases of retained cadets which are in Cadet Personnel | destroy 3 months after cadet graduates.   | new                               |
| 17               |  |  | copies of cases for disenrolled cadets in Cadet Personnel      | destroy 3 months after cadet would have graduated.  |                                   |
| 18               |  |  | at Staff Judge Advocate's office                               | destroy when no longer needed for reference. (note 1)   |                                   |
| 19               | Cadet Promotion List                       | roster used to provide information necessary to publish a listing of all cadets possessing rank for the next promotion list term                                       |  | destroy after 1 year.   | T300-1, R6                        |
| 20               | Cadet Information Card                     | forms used to provide faculty departments and instructors with a ready reference academic profile of current and past cadets   | at each department   | destroy after purpose has been served or 10 years after graduation, whichever is sooner. (see note 2) | T50-1, R14                        |
| 21               | Request and Authorization for Subsistence  | form prepared to authorize excusal and reimbursement of subsistence to cadets who have been absent from the Academy for 24 hours or more                               | at Cadet Scheduling and Systems Management Division            | destroy after 1 year.   | T537-1, R28                       |
| 22               | Motor Vehicle Information                  | forms used to request permission for purchase of a motor vehicle and to record information about a cadet's motor vehicle including a summary of his/her driving record | at Air Officer Commanding office                               | destroy when superseded, when no longer needed, or upon graduation, whichever is sooner.              | new                               |

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TABLE 30-1 (cont'd)

FACULTY/CADET RECORDS

| R<br>U<br>L<br>E | A                              | B   | C                                    | D  | E                     |
|------------------|--------------------------------|---|--------------------------------------|--|-----------------------|
|                  | If documents are or pertain to | Consisting of   | Which are                            | Then   | Former Table and Rule |
| 23               | Drum and Bugle Corps           | forms and correspondence to record cadet's interest, experience, and abilities including audition sheets from tryouts | at Cadet Drum and Bugle Corps Office | destroy after graduation or when cadet would have graduated. | new                   |
|                  |                                | <p>[Job amended by R. Wier per G. Rowe, 6/29/82.]</p>   |                                      |  |                       |

NOTE 1: Retained at USAF Academy the entire retention period  
 NOTE 2: Retained in department the entire retention period

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TABLE 30-1, FACULTY/CADET RECORDS (title change)

- R2 (T50-1, R29) Increased from "destroy when officers terminate or rescind their appointment." Due to managerial procedures, these records must be kept one year after termination or rescission of appointment.
- R3 (NEW) These are files on prospective, current, and departed instructors at the USAF Academy. They contain correspondence and forms on future instructors and are used in recommending and evaluating current and past instructors for future military instructor duties. These files supply information as to when they served at the Academy, courses taught, career information, academic performance, membership in professional organizations, character references, etc.
- 8.1  
R8 (T30-1, R14) Added disposition for second, third, and fourth class cadets' investigation files. This should have been included in the original disposition.
- R11 (NEW) Added disposition for Honor Code Board Log which is a control device to keep track of boards in progress.
- T30-1, R12 (NEW) This rule is for the original of the Ethics Review Committee and is needed to document changes that have been made in the administration of the Cadet Honor Code.
- R13 (T30-1, R12) Decreased from "destroy after 2 years." It is only needed for one year.
- R14 (T35-1, R14) Decreased from "destroy 1 year after graduation." It is needed only for 1 year after resignation.
- R15, 16, 17,  
&18 (NEW) Added disposition for boards and investigations on disenrolled and graduated cadets. This documentation had never been identified. These records are necessary to document the reason the cadet was disenrolled from the Academy. Case files on retained cadets are used to document the board's decision for allowing the cadet to stay at the Academy.
- R20 (T50-1, R14) Increased from "destroy after purpose has been served or 5 years after graduation, whichever is sooner." This card is needed primarily to help instructors write letters of recommendation on past cadets who were in their classes. They are also used to evaluate Academy graduates for possible reassignment to the Academy as an instructor. They give descriptive comments that you can't find in a grade, i.e., attitude, participation in class, military bearing, etc.
- R21 (T537-1, R28) Increased from "destroy 3 months after monthly cutoff." This record needs to be kept for one year to substantiate reimbursement to cadets.
- T30-1, R22 (NEW) These records help the Air Officer Commanding counsel a cadet regarding the purchase of a car and the responsibilities related thereto.

T30-1, R23 (NEW)

This rule identifies the forms and correspondence that the Drum and Bugle Corps keeps regarding the cadet's interest, experience, and musical/marching ability. Also includes audition sheets filled out during tryouts. Documentation is kept on each member of the Corps as well as on cadets not initially selected and those who decide to resign from the Corps. Then in the future if they are selected to fill a vacancy or decide to reenter, the audition sheet and other pertinent information does not have to be accomplished. All documentation is destroyed after graduation or when cadet would have graduated.