

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	NC1-461-82-6
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>9-29-82</i> Date	<i>Robert M. Kane</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 7 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 27 MAY 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div
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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 align="center">CADET PERSONNEL RECORDS (Table 35-1, USAFA Regulation 12-50) (Applicable to the US Air Force Academy)</p> <p>This table is realigned to properly reflect the records that are filed together in the Cadet Personnel Record for disenrolled cadets, for the Air Officer Commanding Counseling records, and the "temporary" and "permanent" Master Cadet Personnel Records. Rules from other tables have been incorporated into this table. Transfer and additional information on changes are provided in column E and in attachment to this form.</p> <p>The Academy microfilms the "permanent" Master Cadet Personnel Records one year after the cadet graduates or would have graduated (if disenrolled, record is filmed with the class the individual would have graduated with). The paper copy except the Permanent Record Card, is kept for 5 more years, then destroyed. The microfilmed copies of the Master Cadet Personnel Record ("permanent") are retained at the Academy.</p> <p>After the master record is filmed, the Permanent Record Card is withdrawn and placed in a special collection of Permanent Record Cards. This unique collection is then</p>	<p>NN-165-66 NC1-AFU-77-62 NN-174-057 NC1-AFU-77-91</p>	<p align="right"><i>8 items</i></p>

115-107 *No mass data change sheet required.*
Closed out: 10-7-82:cm
Copy to Agency

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF 2
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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
	<p>filmed as a separate series. The filmed copy is used for reference purposes, however, the paper copy of the card is also retained at the Academy, see table 50-1, rule 13 for more details.</p>		

TABLE 35-1

CADET PERSONNEL 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	Cadet Personnel Record (CPR-1)	permanent forms and documents, such as: Oath of Allegiance, Cadet Acceptance Record, Statement of Consent, Separation Referral, Appointment Orders, Disciplinary/Punishment Order, Commandant's Disciplinary Boards, Disenrollment Correspondence for Reentry Cadets, Aptitude Advisory Committee/Military Review Committee, Record of Emergency Data, Statement of Personal History, Certificates of Completion/Training, Serviceman's Life Insurance Election, Aeronautical Orders, Citation/Orders for Decorations/Awards, Language Proficiency Test, Declaration of Religious Denomination, Ethnic/Race Identification, Small Arms Marksmanship Training Data	at Cadet Personnel for disenrolled cadets	forward to Registrar as soon as the record is closed for retention in Master Cadet Personnel Record.	T11-1, R2,3,5,9, T35-1, R17,18 T35-2, R3,4 T537-1, R12,16
2			at Cadet Personnel for graduated cadets	transfer required documents to Unit Personnel Record Group (officer record) and forward permanent retention documents to Registrar for retention in Master Cadet Personnel Record. (see note 1)	
3			temporary documents, such as: Statement of Travel, In-Processing Checklist, Disclosure of Cadet/Cadet Candidate Information (cy only), Separation Referral Checklist, Data for Parachutist Rating, Certificate of Release or Discharge (cy only), Application for ID Card, Line of Duty Determination, Individual Jump Record, USAF Drug Abuse Certificate, Squadron Change Order, Active Duty Service Commitment Acknowledgement Letter, Faculty Board Elimination from Flying Status, Title 10 USC Letter, World Service Life Insurance Election, Cadet Pre-processing Checklist	at Cadet Personnel	

TABLE 35-1 (cont'd)

CADET PERSONNEL 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
4	Air Officer Commanding (AOC) Counseling Record (CPR-2)	temporary forms and documents, such as: Cadet Performance Report, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet Personal Information, AOC Evaluation of Cadet, Cadet Rating Form, Academic Probation Notification, Professional Military Training Requirement, Summer Training Evaluation, Cadet Personnel Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude Probation Letters (copies), Commandant's Disciplinary Boards (copies), Academy Board/Class Committee Action (copies), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Athletic Review Committee Action	for disenrolled cadets; forwarded to Cadet Personnel upon disenrollment	destroy 90 days after disenrollment.	T11-1, R1 T11-3, R29 T30-1, R1,3 T35-1, R2,5 T35-2, R3,4 T50-1, R21 T53-2, R32 T53-4, R2
5			for graduated cadets	destroy all temporary documents 90 days after graduation.	
6		permanent forms, such as: Accounting of Disclosures	forwarded through Cadet Personnel to Registrar	File retained in Master Cadet Personnel Record (Permanent).	<i>Amended by R. Wire per G. Rowe, 9/27/82</i>
7	Master Cadet Personnel Record (Temporary)	forms and documents, such as: Request for High School Record, High School Transcript, College Transcripts, Scholastic Background, Invitation to Travel Order, Offer of Appointment Letter, Report of Candidate Status, Candidate Evaluation, Candidate Activities Record, USAFA Physical Aptitude Examination Score Sheet, College Report, Release Statement, Report of Liaison Officer Counseling, Nomination for Appointment, Tentative Nomination, Notice of Candidacy, Evaluation of Pre-Candidate Questionnaire, Service Academies Pre-Candidate Questionnaire, Admissions Liaison Office Visit, Address Information, various letters, USAFA Selection Test, etc.	at Cadet Exams and Records	destroy 90 days after disenrollment or graduation.	T11-3, R28 T53-2, R25 T53-5, R1,3,4,7 T300-1, R1

TABLE 35-1 (cont'd)

CADET PERSONNEL RECORDS

R U L E	A If documents are or pertain to	B Consisting of	C Which are	D Then	E Former Table and Rule
8	Master Cadet Personnel Record (Permanent)	forms and documents such as: Permanent Record Card, Personnel Data Sheet, Appointment Orders, Academic Waivers, Independent Studies Course, French Academy/ Military Exchange Program documentation, Academy Board/Class Committee Actions, Record of Disenrollment from Officer Type Training, Cadet Personnel Summary Sheet, Certificate of Release or Discharge from Active Duty (DD 214), Correction to DD 214, Separation Referral, Tender of Resignation, Statement of Consent, Cadet Acceptance Record, Selected Special Orders, Summary Training Letter, medical records, Disclosure of Cadet/ Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable), board actions (if applicable)	at Cadet Exams and Records	destroy paper copy after 6 years, retain microfilm at Academy. (see note 2) destroy paper records 6 years after cadet graduates or would have graduated, and retain microfilm reference copy at the Academy (see note 2).	T11-1, R4,6 T35-1, R8,22,24,27 T35-2, R1,2,5 T50-1, R12 T53-1, R2 T53-5, R1,3 T537-1, R8
<p>Amended by R. Wire per G. Rowe, 9/27/82</p>					

NOTE 1: Return any personal documents to individual.

NOTE 2: ~~Microfilm one year after graduation or one year after cadet would have graduated.~~
Microfilm paper records 1 year after cadet graduates or would have graduated.

TABLE 35-1, CADET PERSONNEL RECORDS (new title) This table was realigned to properly reflect all the records that are filed together in the Cadet Personnel Record-1 (CPR-1) and Cadet Personnel Record-2 (CPR-2).

R1 (T11-1, R3)	Changed from "upon graduation retain 1 year and forward to Registrar."
R3 (T11-1, R7)	Changed from "upon graduation, add to officer record." These documents are not needed longer than 90 days after graduation or disenrollment.
(T11-1, R11)	Changed from "destroy when superseded by a new form." These documents are not needed longer than 90 days after the cadet graduates and a new ID card is issued upon being commissioned or when a cadet is disenrolled.
(T35-2, R4)	Decreased from "destroy temporary documents after 1 year." It is not necessary to retain the temporary documents longer than 90 days after graduation or disenrollment.
(T53-2, R30)	Decreased from "destroy 1 year after graduation." This is a temporary document and does not need to be retained longer than 90 days after graduation or disenrollment.
R4 & 5	These rules group some of the temporary documents together in the CPR-2 and establishes a more consistent retention period for documents that do not need to be retained longer than 90 days after disenrollment or graduation.
(T11-1, R1)	Decreased from "destroy 1 year after graduation."
(T11-3, R29)	Decreased from "upon graduation, retain 1 year and forward to Registrar."
(T30-1, R1 & 3)	For disenrolled cadets, increased from "upon disenrollment, destroy;" for graduating cadets, decreased from "upon graduation, retain 1 year then destroy."
(T35-1, R2)	For disenrolled cadets, increased from "upon disenrollment, destroy;" for graduating cadets, decreased from "upon graduation, retain 1 year then destroy."
(T35-1, R5)	Decreased from "destroy 1 year after graduation."
(T50-1, R21)	Increased from "destroy on graduation or elimination of cadet from training."
(T53-4, R2)	Decreased from "destroy 1 year after graduation."
(T53-2, R32)	Changed from "destroy 3 months after monthly cutoff or when purpose has been served, whichever is sooner."

These next two rules realigned all the records maintained in Cadet Exams and Records and are filed together in the Master Cadet Personnel Record (temporary and permanent).

- R7 (T11-3, R28) This disposition was clarified.
- (T53-5, R7) Decreased from "destroy 1 year after graduation."
- (T300-1, R1) Decreased from "destroy 1 year after graduation."
- R8 (T35-1, R8) Increased from "destroy 1 year after graduation." This document states whether a disenrolled cadet should be considered for future commissioning programs and justifies the recommendation.
- (T50-1, R12) Increased from "destroy 1 year after graduation." These documents support awarding of course credits toward a degree for independent studies.
- (T53-5, R3) Increased from "destroy 1 year after graduation." Upon disenrollment, a copy of board action is filed in the permanent Master Cadet Personnel Record to support the disenrollment action. All other documents are not needed longer than 90 days after graduation or disenrollment (see R7 above).
- (T537-1, R8) Increased from "destroy 1 year after graduation." These are waivers granted to support a cadet substituting an approved course in place of a required course to apply credits toward a particular major. These waivers must be kept with the transcript to support the substitution.