

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

LEAVE BLANK	
JOB NO	-
	NC1-461-82-8
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-27-82 <i>Date</i>	<i>Richard M. Wallace</i> <i>Archivist of the United States</i>

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

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 25 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>CADET DISENROLLMENT/DEPARTURE DOCUMENTS (Table 35-2, United States Air Force Academy Regulation 12-50) (Applicable to the USAF Academy)</p> <p>This table was realigned to properly reflect all the records that are filed together in these case files. Note the conversion data is in column E. The files in rule 1 are duplicates of those filed in the Master Cadet Personnel Record. The files may be destroyed 3 months after the cadet would have graduated. They are needed to support the separation/turnback action.</p> <p>Rule 2 is moved from table 537-1, rule 30 to this table. Disposition remains the same. Table 537-1 has been deleted and the rules transferred to other tables in the regulation. Column E of the various tables will indicate the transfer actions. Rule 3 was transferred from table 53-1, rule 1. The retention period has been decreased from destroy 1 year after graduation to destroy 6 months after end of academic year or when no longer needed, whichever is sooner. The Academy has learned through experience that these are not needed longer than 6 months after the end of the academic year.</p>	<p>NN-165-66 NN-173-181 NN-170-32</p>	<p>3 items</p>

No mass data change sheet required

*Closed out: 9-29-82: cm
Copy to Agency*

TABLE 35-2

CADET DISENROLLMENT/DEPARTURE DOCUMENTS

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 Separation/ Turnback Case Files	documents, such as: Record of Disenrollment from Officer Candidate Type Training, Separation Referral, Cadet Status Record, Staff Summary Sheet, Cadet Outgoing Clearance, Report of Separation from Active Duty, Correction to DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, Cadet Pre-processing Checklist, Separation Information, Cadet Data Sheet, Separation/Discharge Orders, Leave Pending Separation/Discharge Orders, Letter from Secretary of AF/Discharge Authority, Commandant's Board results, Tender of Resignation, Honor Hearings/Statements, Counseling Inputs Regarding Resignation, Academy Board Actions, CW Letter to Parents, miscellaneous statements and forms pertaining to separation/turnback actions	at Cadet Personnel	destroy 3 months after cadet would have graduated.	T35-1, R7,23,25 T537-1, R19,20,22
2	Separation Referral Checklist	forms used as a chronological checklist for processing disenrollment and turnback actions		destroy when all actions have been finalized.	T537-1, R30
3	Report of Cadet Separation to Washington and Congress	forms used to report to the Congressional sponsor the separation of a cadet before graduation	at Cadet Examinations and Records	destroy 6 months after end of academic year or when no longer needed, whichever is sooner.	T53-1, R1