

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-461-82-13

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 12/02/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Rules 1 and 2 remain active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Rule 3 was superseded by N1-AFU-01-002 item 1.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. NCI-461-82-13	
DATE RECEIVED JUNE 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
10-28-82 Date	<i>[Signature]</i> Archivist of the United States

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

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 3 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 2 JUN 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: 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
	<p align="center">PREPARATORY SCHOOL RECORDS (Table 53-2, USAFA Regulation 12-50) (Applicable to the Air Force Academy)</p> <p>This table has been realigned. Tables and rules included in this table are indicated in column E. Rule 1 has been changed from the former disposition in table 53-3, rule 7, i.e., from permanent to 30 years. The files are used to verify the records of students attending the Preparatory School for issuance of transcripts to students, issuance of transcripts to other schools and to provide various information to former students on course studies, etc., for their personal/student/professional needs. It is believed a 30-year retention period should satisfy the needs of the former student for information from these records.</p> <p>Rule 2 is a consolidation of the rules 2, 3, 5, 6, 8, 9, 10, 12, 14, and 15 of table 53-3. All are short term records which can be destroyed at the end of the academic year or when purpose has been served, whichever is sooner.</p> <p>Rule 3 is consolidation of rule 2, table 35-1; rule 8, table 35-2 and rule 3, table 35-1. An evaluation of</p>		3 items

115-107
*No major data change req'd required. Copy of job sent to NNM by RA W on 11/3/82.
 Closed out: 11-8-82:cm
 Copy to Agency*

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF 2

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>these records shows that they may be destroyed 1 year after graduation or when student would have graduated, if disenrolled. The records are destroyed by class dates, i.e., class of 85, class of 86, etc.</p>		

TABLE 53-2

PREPARATORY SCHOOL 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	Student Record Card	data on each student	at Preparatory School	destroy after 30 years. (See note)	T53-3, R7
2	Prep School Administration	forms and other records for administration of the Prep School such as Student Enrollment Questionnaire, Military Training Evaluation Worksheet, Instructor's Comments, Instructors Grade Sheet, Physical Fitness Program, Report of Offense, Medical Status Report, Sign In/Out Registers, Flight Evaluation		destroy at the end of academic year or when purpose has been served, whichever is sooner.	T53-3, R2,3,5,6,8,9,10,12,14,15
3	Preparatory School Folder	correspondence and forms documenting student's academic history and related activities while in the Prep School		destroy 1 year after graduation or when student would have graduated.	T35-1, R2 T35-2, R8 T53-1, R3

NOTE: Retain at USAF Academy for entire retention period.