

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NCI-461-82-15

DATE RECEIVED

JUNE 17, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-9-84 *Mark Was*
Date 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 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: 9 JUN 1982
D. SIGNATURE OF AGENCY REPRESENTATIVE: *James E. Dagwell*
E. TITLE: 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>ADMINISTRATIVE RECORDS (Table 11-1, USAFA Regulation 12-50) (Applicable Air Force-wide)</p> <p>This table has been realigned. See column E for conversion information. The attached pages give justification for changes/additions to rules 1, 3, 6 - 11, and 13 - 16. Rule 2 covers cadet participation program and provides names of sponsors/participants and related documentation. This file has short term retention value and may be destroyed after 1 year. Rule 4 refers to cadet squadron administration and consists of various forms and reports such as attendance report, vehicle restrictions, cadet wing theft reports, etc. These various forms and reports may be destroyed 3 months after monthly cut off, or when purpose has been served, whichever is sooner. Rule 5 is self-explanatory.</p> <p>Rule 12 was appraised in NARS job number NCI-AFU-77-105, table A, rules 17 - 22. Board records were never microfilmed and the microfilm project was cancelled. It was decided that the records had long term value but should remain at the Academy as paper records until no longer needed. The records are used in establishing policy and making decisions that affect the entire</p>	NCI-AFU-77-105	<p>Item 10: Disposition Not Approved</p> <p>Item 12: Disposition Not Approved</p> <p>17 items</p>

115-107 No mass data change sheet required. Copy of job sent to agency as enclosure to NCD's 5-14-84 letter. All FRC's sent 6-5-84 by CID. (per NC84-109/NOB 84-9) NNM, NLS sent 6-8-84 by DMW.

Request for Records Disposition Authority - Continuation

JOB NO

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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>Academy Board actions on cadets. They must be retained to provide the Superintendent, Commandant and the Dean of the Facility information about the Academy from its beginning.</p> <p style="text-align: center;"><i>Administrative</i></p> <p>Rule 17 is added to cover the Cadet Management Information System. This a computerized system containing various personnel data. The system is used as a working file while the cadet is at the Academy. Data is collected on a cadet from the time the cadet enters the Academy until graduation or disenrollment. The system contains information such as admission and graduation dates, Congressional District appointed from, state code, order of merit, awards, course of study, major and minor, specific degree, physical characteristics, etc. Various management reports and statistics may be derived from this system. Certain information is erased after 6 years. Other information such as shown in table 20-2, rules 1 and 2 is transferred to the Educational Research Data Base, where it is maintained until no longer needed. The output products are governed by their own rules or rule 1 of this table.</p>		

TABLE 11-1

ADMINISTRATIVE 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	Mechanically produced output products not covered elsewhere in this manual	computer generated listings, rosters, produced for scheduling, reference, statistics, and other purposes		destroy when superseded or when purpose has been served, whichever is sooner.	T10-1, R2 T11-2, R12,13 T11-3, R13 T50-1, R3,5,20 T53-2, R11 T53-3, R1 T53-4, R1,6 T300-1, R7,9,10,11,12,14 T537-1, R2
2	Cadet Participation Programs	names of sponsors/participants and related documentation	at Cadet Personnel Services	destroy after 1 year.	T11-3, R57
3	Command Post Administration	forms and reports including Officer in Charge report, Senior Officer of the Day report, Cadet Wing theft report, attendance report, vehicle administratively restricted and other related documents	at Cadet Command Post	destroy 3 months after monthly cutoff or when purpose has been served, whichever is sooner.	T11-3, R21 T35-1, R28 T521-1, R4,5,8,10
4	Cadet Squadron Administration	forms and reports including Restriction Sign-In, Squadron Tour, Cadet in Charge of Quarters Report, Sign-In/Out Register, Flight Cadet Accountability System form and other related documents	at each cadet squadron	destroy 1 year after end of academic year or when no longer needed, whichever is sooner.	T35-1, R12,13 T521-1, R11
5		forms and reports including Charge of Quarters, Element Leader Weekly Report, Squadron Duty Officer Report, Request to Exceed Limits and other related documents		destroy 3 months after monthly cutoff or when purpose has been served, whichever is sooner.	T35-1, R15 T521-1, R1,6,7
6		Report of Offense		destroy 6 months after daily cutoff.	T35-1, R11

Item 1

Item 2

Item 3

Item 4

Item 5

Item 6

TABLE 11-1 (cont'd)

ADMINISTRATIVE 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
Item 7	Optical Scanning Service Request	forms specifying requirements on the optical scanner	at Curriculum and Scheduling	destroy after 6 months or when no longer needed, whichever is sooner.	T11-3, R2
Item 8	Optical Scanner	forms such as ratings, answer sheets, attendance sheets, and others, which are read by the optical scanner		destroy when purpose has been served.	T11-3, R32 T53-3, R13 T53-4, R7
Item 9	Military Review Committee (MRC)	minutes of MRC which initiate corrective action or make recommendations to Academy Board on cadets deficient in military performance and aptitude for commissioned service	record copy at Cadet Plans and Policies	destroy after 4 years.	new
Item 10	Curriculum Committee	meeting minutes/change proposals and background documentation	record copy at Curriculum and Scheduling	Disposition Not Approved retain 5 years, microfilm, and then destroy. Destroy microfilm when no longer needed.	new
Item 11	Scheduling Committee Actions	forms consolidating information for presentation to Scheduling Committee for utilization of cadet time, agenda, and minutes		destroy after 1 year.	T10-1, R6 T11-3, R20
Item 12	Academy Board	minutes, results, and decisions of the Academy Board meetings with background material	record copy at Registrar	Disposition Not Approved destroy when no longer needed.	T53-1, R5,6,9,10 T537-1, R3
Item 13	Class Committee Agenda	computer printout of cadets academically deficient, including recommendations/decisions by the Committee made to the Academy Board	record copy at Curriculum and Scheduling	destroy 1 year after graduation or when purpose has been served, whichever is sooner.	T537-1, R26

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TABLE 11-1 (cont'd)

ADMINISTRATIVE 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
Item 14	Athletic Review Committee (ARC)	minutes and background material supporting the ARC which considers the overall performance of cadets deficient in the physical education program; makes appropriate recommendations to Director of Athletics and Academy Board	record copy at Physical Education Department	destroy after 4 years.	new
Item 15	Cadet Club Administration	forms, reports, and correspondence used for administering club funds and activities	at Cadet Personnel Services	destroy after 1 year or when purpose has been served, whichever is sooner.	new
Item 16	Minutes of Meetings (Info Copies)	minutes and related correspondence of Academy Committees, such as, Military Review Committee, Curriculum Committee, Scheduling Committee, Academy Board, Class Committee Agenda, etc.	copies		new
Item 17	^{Administrative} Cadet Management Information System	data system containing various information collected on cadets while they are at the Academy such as admission dates, physical characteristics, grades, awards, course of study and other similar data	used as a working file for personnel transactions and producing various output products for statistical studies and management purposes	data is destroyed after 6 years or transferred to the Educational Research Data Base, as applicable	new

[Job amended by R. Wice per R. Dwyer, 5-2-84]

USAFAR 12-50 INCREASES, DECREASES, AND CHANGES

(old tables and rules shown in parentheses)

TABLE 11-1, Administrative Records (title change)

[that is, unscheduled]

R1 (T50-1, R5) Decreased from "retire as permanent". The OPR does not understand why the Intramural/Intercollegiate Participation Record was a permanent record. This is a computer print out and does not have sufficient value to warrant retention as a permanent record. This rule consolidated documents that served the same type purpose. These documents are needed for only a short time or may be disposed of when a new product is received.

R3 (T521-1, R8) Decreased from "destroy after 1 year." This report is attached to and supports an entry on the Officer-In-Charge (OIC)/Report which is kept 3 months. There is no need to keep this record after the OIC Report is destroyed.

R6 (T35-1, R11) Increased from "destroy 30 days after final action" because all demerits received during the six-month demerit period are used in determining the cadet's conduct standing for military performance.

R7 (T11-3, R2) Increased from "destroy 3 months after monthly cutoff or when purpose has been served, whichever is sooner" to keep track of lesson numbers which should not be repeated during the semester.

R8 (T11-3, R32)
(T53-3, R13)
(T53-4, R7) All these records were combined since they all serve the same type purpose. The purpose is served after a short period of time.

R9 (NEW) This rule is for the original of the minutes and background information of the Military Review Committee. Each set of minutes will include corrective action and/or recommendations on cadets from all four classes regarding their military performance. The minutes should be kept until all cadets mentioned in the minutes have graduated.

R10 (NEW) This rule is for the original of the minutes and background information of the Curriculum Committee. This documentation is needed for inquiries frequently received from members of Congress, the Secretary of the Air Force, the Superintendent, the Dean of Faculty, and other institutions concerning various actions, past recommendations of the Committee, and changes proposed and accepted.

Disposition
Not Approved
(see Item 10)

[that is, unscheduled]

R11 (T10-1, R6)
(T11-3, R20) Decreased from "retire as permanent." This should never have been a permanent record. There is no justification for these records to be retained permanently. They are needed for only one year to schedule the cadet's time during the academic year.

- R13 (T537-1, R26) Increased from "destroy 3 months after monthly cutoff." This record needs to be kept while the cadet is at the Academy to keep track of how many times he/she has met the Committee as well as document the recommendations/decisions made by the Committee on the cadet.
- R14 (NEW) This rule is for the original of the Athletic Review Committee. This Committee considers the overall performance of cadets deficient in the physical education program. Record copies must be kept until the cadets mentioned in the minutes have graduated to keep track of how many times the cadet has met the Committee as well as document the recommendations/decisions made by the Committee on the cadet.
- R15 (NEW) This documentation is needed for planning purposes so that the previous year's activities can be used to plan the current year programs.
- R16 (NEW) This rule is for information copies of various Academy staff meetings kept in offices other than OPR. It is necessary for the various departments to retain this documentation for information purposes for one year. After one year, the OPR will have to be contacted if information is needed.