

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-461-82-16

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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.

All other rules not listed below 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Rule 2 was superseded by N1-AFU-88-011 item 1.

Rule 16 was superseded by N1-AFU-8-011 item 2.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-461-82-16	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
12-9-82 Date	<i>Robert W. ...</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
Mr. R. P. Dwyer

5. TEL EXT
694-3494

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 6 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
3 JUN 1982	<i>James E. Dagwell</i>	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
	<p>ATHLETIC TRAINING (USAFAR 12-50, Table 50-2) (Applicable for Air Force Academy Only)</p> <p>Air Force proposes addition of Table 50-2. Justification for disposition changes of Rules 1, 2, 7, 10, 13 and 15 and addition of Rules 16 and 17 are attached. Column E of attached Table 50-2 shows how rules from other tables are incorporated into it. Other changes are as follows:</p> <p>1 Rules 3, 4 and 5: No changes from former rules documents.</p> <p>2 Rule 6: Disposition reflects disposition of the two rules it replaces, but now there is a definite destruction date.</p> <p>3 Rule 8: Only change from former rule is minor change to subject and description of documents, but document content remains the same.</p> <p>4 Rules 9 and 11: Slight change in dispositions from former rules, but documents will still be destroyed no later than after 4 years.</p>	NN-170-32

115-107

Mass data change sheet not required. Copy of job sent to NNM by R.A.W., 12/14/82. Closed out: 12-14-82 CM Copy to Agency

17 items

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
5	Rule 12: No change from former rule documents. Former location of documents at Business Office is actually the Athletic Business Office.		
6	Rule 14: Instead of destroying documents after they are suitably microfilmed and use the microfilm for research, the intent is now to use the paper copies for research, then microfilm the paper copies upon completion of study/project.		

TABLE 50-2

ATHLETIC TRAINING

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	Athletic Performance	test forms for grading performance in physical education and answer sheets	at Physical Education office	destroy 30 days after end of academic year.	T11-2, R5
2	Physical Education Performance/Counseling	counseling record on deficient cadets		destroy upon graduation or when cadet would have graduated.	T11-2, R4 T11-3, R48
3	Intramural Season Participation	forms monitoring team member's attendance/participation		destroy after 1 year.	T50-1, R2
4	Intramural Competition	forms recording cadet's intramural participation and results			T50-1, R1
5	OIC Summary	forms prepared on each course and subcourse to get arithmetic means for academic year			T30-1, R9
6	Basketball Files	scouting reports and basketball programs of schools to be played	at Basketball Office	destroy after 5 years or when no longer needed, whichever is sooner.	T11-2, R16,17
7	Recruited Athletes	case files of recruited, potential athletes, unsuccessful candidates, enrolled and departed cadet athletes	at Athletic Department	destroy 1 year after graduation or 1 year after cadet would have graduated.	T11-2, R6,7,8,9,10
8	Sports Contracts	contracts with various institutions for future negotiations for football	at Directorate of Athletics	destroy after 25 years. (See note 1)	T11-2, R14

TABLE 50-2 (cont'd)

ATHLETIC TRAINING

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
9	Sports Files	individual case files by sport/school used for making transportation, lodging, and other arrangements for each scheduled contest; basketball and ice hockey contracts		destroy after 4 years or when no longer needed, whichever is sooner.	T215-1, R1
10	Home Football Game Day Operations	reports on finances, weather conditions, personnel problem areas, and incidents		destroy after 10 years. (See note 1)	T11-2, R15
11	Military Installation Athletics Support	information of other military installations supporting intercollegiate teams		destroy after 4 years or when no longer needed, whichever is sooner.	T215-1, R2
12	Athletic Schedule	schedule for each sport		destroy when purpose has been served.	T11-3, R37
13	Sports Publicity Information	files of forms, newspaper clippings, pictures and articles on cadets, coaches, and staff who participate in the athletic program and forms recording personal information on entering cadets	at Sports Information Office	destroy when no longer needed.	T11-2, R20 T53-5, R5
14	Physical Education	record of all physical education grades, physical aptitude examination, swim test score, physical fitness test, and intramural/intercollegiate participation for each cadet	at Athletic Department, Analysis Division	destroy when superseded or no longer needed. (See note 2)	T11-2, R1
15	Physical Fitness Test	forms recording results of cadet physical fitness tests		destroy after 4 academic years.	T11-2, R3

TABLE 50-2 (cont'd)

ATHLETIC TRAINING

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
16	Area Athletic Coordinators	correspondence and related documents	at Athletic Department	destroy after 1 year or when no longer needed, whichever is sooner.	new
17	Cadet Active Weight Control	physical fitness and weight control form, notifications of underweight/overweight status, test results, graphs, counseling records, and other related documents		destroy when no longer needed (notes 2 and 3).	new

NOTE 1: Retained in office for entire retention period.

2: Upon graduation these records are transferred to Athletic Dept Research/Analysis Branch. (See T20-2, R3.)

3: Forward individual Physical Fitness and Weight Control form to Cadet Personnel 30 days prior to graduation for inclusion in Unit Personnel Record Group (officer record).

JUSTIFICATION

TABLE 50-2, ATHLETIC TRAINING (new table)

R1 (T11-2, R5)	Increased from "destroy 30 days after end of the semester." Some courses are longer than one semester; therefore, it is necessary to retain the documents until completion of the course and final grades are given.
R2 (T11-3, R48)	Changed from "destroy when purpose has been served," in order to provide a more definite retention period. These documents are not needed after the cadet graduates or when the cadet would have graduated.
R7 (T11-2, R7&9)	Changed from "destroy 6 months after age 22." These are used to monitor candidates that are potential athletes who are eligible to enter the Academy. This provides a more definite disposition rather than having to keep track of each individual's age requiring screening of the files.
R10 (T11-2, R15)	Decreased from "destroy after 25 years." These records are not needed for longer than 10 years.
R13 (T11-2, R20) (T53-5, R5)	Changed from "destroy after 20 years" and "destroy 1 year after graduation." The disposition has been changed to "destroy when no longer needed" since these records are sometimes needed longer on former cadet athletes who have become prominent personalities. These files are reviewed periodically and the files retained only if there is some indication that the individual may become a prominent personality within the Air Force or other governmental agency. Information is also kept on coaches and staff concerning past athletic accomplishments, pictures, articles written or that appeared in newspapers.
R15 (T11-2, R3)	Decreased from "destroy 5 years after graduation." These records are kept while the cadet is at the Academy to verify test results. There is no need to keep the documentation after the cadet has departed.
R16 (NEW)	These files are needed to document the communications with the area athletic coordinators who act as scouts to locate potential athletes for the USAF Academy athletic program.
R17 (NEW)	These records are reviewed and transferred to the Athletic Research files (see T20-2, R3) to be used in weight control research and trend analysis.