

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10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

*Robert W. ...*  
Archivist of the United States

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

**3 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

**ATHLETIC TRAINING (USAFAR 12-50, Table 50-2)  
(Applicable for Air Force Academy Only)**

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:

**NN-170-32**

- 1 Rules 3, 4 and 5: No changes from former rules documents.
- 2 Rule 6: Disposition reflects disposition of the two rules it replaces, but now there is a definite destruction date.
- 3 Rule 8: Only change from former rule is minor change to subject and description of documents, but document content remains the same.
- 4 Rules 9 and 11: Slight change in dispositions from former rules, but documents will still be destroyed no later than after 4 years.

*Mass data change sheet not required. Copy of job sent to NNM by R.A.W., 12/14/82.*

*17 items*

**Closed out: 12-14-82/cm  
Copy to Agency**

**Request for Records Disposition Authority – Continuation**

JOB NO

PAGE OF

| 7.<br>ITEM NO | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)  | 9.<br>SAMPLE OR<br>JOB NO | 10.<br>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<br>U<br>L<br>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<br>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   |                              | destroy after 1 year.   | T50-1, R1               |
| 5                | OIC Summary                               | forms prepared on each course and subcourse to get arithmetic means for academic year                      |                              | destroy after 1 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<br>U<br>L<br>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<br>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<br>U<br>L<br>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)<br>(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.   |