

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-461-82-17**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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### **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 14 was deleted per N1-461-92-004 item 2.

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

LEAVE BLANK

JOB NO

*NCI-461-82-17*

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

*5-9-84* *Robert W. May*  
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

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 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.

**JAMES E. DAGWELL**

**Documentation Management Branch**  
**Information Mgmt and Resources Div**

C. DATE  
2 JUN 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

*James E. Dagwell*

E. TITLE

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

ACADEMIC TRAINING (USAFAR 12-50, Table 50-1)  
(Applicable for Air Force Academy Only)

Air Force proposes changes to Table 50-1 to reflect that these are now academic training rather than administrative records. Justification for addition of Rule 5 and disposition changes of Rules 1, 8, 9, 13, 14 and 15 are attached. Further justification for Rule 13 is noted in SF 115 for Table 35-1. Column E of attached Table 50-1 shows how rules from other tables are incorporated into it. For current Table 50-1 rules not retained in revised Table 50-1, a cross-index is attached to show where these documents will be located. Other changes are as follows:

NN-170-32  
NN-174-057  
NC-174-248

*Items 9 and 13; Disposition Not Approved*

- 1 Rule 2: Minor change to disposition, but documents will still be destroyed no later than after 1 year.
- 2 Rule 3: Document disposition is changed from 30 days to 3 months to reflect consolidation of three former rules documents.
- 3 Rule 4: Disposition is changed to allow destruction of documents sooner than after 1 year if no longer needed.
- 4 Rule 6: Document disposition is same as the two rules it

*15 items*

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 CLD (per NC 84-108/NCD 84-91)  
NNM, NNS sent 6-8-84 by DMW.*

**Request for Records Disposition Authority – Continuation**

JOB NO.  
**NCI-461-82-17**

PAGE OF **7**  
**2**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	replaces.		
5	Rule 7: Document disposition is changed to reflect consolidation of three former rules documents.		
6	Rule 10: Disposition is changed to allow destruction of documents sooner than after 1 year if no longer needed.		
7	Rule 11: No change from former Rule 7.		
8	Rule 12: Disposition is changed to allow destruction of documents sooner than after 3 months if purpose has been served.		
9	Note 1: Added to show an exception to Rule 3 document disposition.		
10	<del>Note 2: Added to show when Rules 9 and 13 documents will be microfilmed.</del>		

TABLE 50-1

## ACADEMIC 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
Item 1 1	Course Administration	forms for administration of classes, including Request for Special Classroom Requirements, Request for Course Offering Restriction, Drop/Add Authorization, Request for Resectioning, Preliminary Course Offering Information, Request for Academic Waiver, and other related documents	at each department	destroy at end of academic year or upon completed action, whichever is sooner.	T50-1, R9,10,11, 18,19 T537-1, R9
Item 2 2	Cadet Scores	records of scores on lab reports, case studies, graded reviews, final exams, turnout exams, validation exams, midterms, and graded review of courses with no final exam		destroy after 1 year or when no longer needed, whichever is sooner.	T53-4, R8
Item 3 3	Academic Requirements	themes, research papers, graded recitations, graded reviews, other graded work, lab reports and case studies, final exams, turnout and validation exams, midterm exams, and graded reviews for courses in which no final exam is given		destroy 3 months after end of semester in which administered. (note 1)	T11-3, R11 T53-4, R9,10
Item 4 4	Instructor's Worksheets	forms for recording raw scores and grades during period between submission of grades at mid or end semester		destroy after 1 year or when no longer needed, whichever is sooner.	T30-1, R2
Item 5 5			at Physical Education office	destroy after 4 academic years.	new
Item 6 6	Cadet Grades	forms for reporting cadet grades and errors in grades	at Curriculum and Scheduling	destroy upon completed action.	T50-1, R15 T53-4, R3

TABLE 50-1 (cont'd)

## ACADEMIC 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
Item 7 7	Course Enrollment	forms showing status of course enrollments, such as: Academic Program Summary, Academic Program Change, Permission for Late Enrollment, attendance records and related documents		destroy after 1 year, when superseded, or upon graduation, whichever is sooner.	T50-1, R16,17 T537-1, R21
Item 8 8	Course Books	course syllabus, lesson assignments, handouts, testing materials, grade statistics, midterm and final examinations		destroy when no longer needed.	T50-1, R32,33
Item 9 9	Final Permanent Course Grade Sheet	alpha and order of merit listings by course for certification as correct by all departments	at Cadet Exams and Records	<del>Disposition Not Approved retain paper copy and microfilm at Academy (note 2).</del>	T53-4, R4
Item 10 10			other copies	destroy after 1 year or when no longer needed, whichever is sooner.	T53-4, R5
Item 11 11	Award of Transfer Validation Credit	forms authorizing transfer of credit from other colleges for cadets	at Cadet Exams and Records	destroy 1 year after graduation.	T50-1, R7
Item 12 12			other copies	destroy after 3 months or when purpose has been served, whichever is sooner.	T50-1, R8
Item 13 13	Permanent Record Card	forms for recording cumulative and final permanent record of grades for each cadet, disenrollee, and graduate including correspondence, corrected Permanent Record Card, and background material documenting approval changes	at Cadet Exams and Records	<del>Disposition Not Approved retain paper copy and microfilm at Academy (note 2).</del>	T537-1, R5

TABLE 50-1 (cont'd)

ACADEMIC 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
Item 14	Academic Probation Notification	forms used to notify academically deficient cadets of action recommended by the class committee at the mid-semester and end-of-semester progress report	at academic advisor and class committee secretary offices	destroy after graduation or when no longer needed, whichever is sooner.	T537-1, R23
Item 15	Academic Progress Report	computer printout and related correspondence of cadet academic progress	at Cadet Exams and Records	destroy after graduation or when purpose has been served, whichever is sooner.	T537-1, R25

NOTE 1: May be returned to cadet at discretion of course instructor.

NOTE 2: ~~Microfilm one year after graduation.~~

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

P. 5  
1987

TABLE 50-1, ACADEMIC TRAINING (title change)

R1 (T50-1, R9, 10, 11, 19) Decreased from "destroy after 1 year." These course administration records are not needed beyond the end of the semester.

R5 (NEW) This rule is for the Instructor Worksheets kept in the Physical Education Department where there are sub-courses given. A cadet must take four sub-courses to receive a final letter grade in a physical education course. The record of the sub-courses must be kept for four academic years since there is no other record maintained on the Academy for the sub-courses. Once the cadet graduates, these records are destroyed.

R8 (T50-1, R33) Changed from "destroy after 5 years or when purpose has been served, whichever is sooner." The course books are maintained for historical purposes and reference source to aid in course and curriculum development. These books are also used to trace the development of courses and how they have been and are currently utilized.

<p>R9 (T53-4, R4) Disposition Not Approved. See Item 9.</p>	<p>The retention of the paper copy was decreased from "retire as permanent." Since these documents are microfilmed, there is no requirement for them for longer than 6 years after graduation. This aligns the disposition with the paper copy of the Master Cadet Personnel Record (see T35-1, R8).</p>
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<p>R13 (T537-1, R5) Disposition Not Approved</p>	<p>The wording was changed to accurately reflect the approved disposition.</p>
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R14 (T537-1, R23) The wording in Column D was changed to be more specific as to when the records are to be destroyed. These documents are not needed after the cadet graduates or they may be destroyed sooner in some instances depending on the severity of the probation.

R15 (T537-1, R25) Increased form "destroy 3 months after monthly cutoff." This is a report on the academic progress of each cadet. It is referred to often and kept as backup for entries on the permanent record card.

TABLE 50-1 CROSS-INDEX

p. 7 of 7

T50-1, R1	T50-2, R4
R2	T50-2, R3
R3	T11-1, R1
R4	Deleted "reserved"
R5	T11-1, R1
R6	Deleted
R7	T50-1, R11
R8	T50-1, R12
R9	T50-1, R1
R10, 11	T50-1, R1
R12	T35-1, R8
R13	Deleted
R14	T30-1, R20
R15	T50-1, R6
R16, 17	T50-1, R7
R18	T50-1, R1
R19	T50-1, R1
R20	T11-1, R1
R21	T35-1, R4 and 5
R22	T50-3, R1
R23, 24	T50-3, R2
R25	T50-3, R3
R26	T50-3, R3
R27	T50-3, R3
R28	T51-1, R12
R29	T30-1, R2
R30	T30-1, R4
R31	Deleted
R32, 33	T50-1, R8
R34 - 36	Deleted
R37	T50-3, R4
R38	T50-3, R5