

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NCI-461-85-2

DATE RECEIVED

11-14-84

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

NOTIFICATION TO AGENCY

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION

Records Mgt Branch

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Mr Richard P. Dwyer

5. TELEPHONE EXT.

694-3494

DATE

11/3/92

ARCHIVIST OF THE UNITED STATES



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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

08 NOV 1984

C. SIGNATURE OF AGENCY REPRESENTATIVE

Inace T Rowe

D. TITLE

GRACE T. ROWE
Records Mgt Branch

7. ITEM NO

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

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

ADMINISTRATIVE RECORDS (Table 11-1, USAFA Regulation 12-50) (Applicable for Air Force Academy Only)

- 1 Rule 10. Curriculum Committee meeting minutes and related records are proposed for permanent retention. Document description is lengthened so as to show the relationship between the curriculum committee meeting minutes and those of the Academy Board. These documents are filed by number, volume on hand is 4 2/3 cubic feet, and volume of annual accumulation is 1/6 cubic foot.
- 2 Rule 12. Academy Board meeting minutes, results and decisions are proposed for disposition after 20 years, or when purpose has been served, whichever is sooner. Document description is revised slightly. We do not believe these records qualify for permanent retention, per reasons attached. These documents are filed by number, volume on hand is 27 cubic feet, and volume of annual accumulation is 1 1/2 cubic feet.
- 3 Rule 18. Added, so as to retire the record set of Curriculum Handbook as permanent. These documents are filed by date, volume on hand is 1 cubic foot, and volume of annual accumulation is 1/12 cubic foot.
- 4 Rule 19. Added, so as to retire the record set of Academy Catalogs as permanent. These documents are filed by date, volume on hand is 1 cubic foot, and volume of annual accumulation is 1/12 cubic foot.

NI-461-92-5

NCI-AFU-77-105

NI-461-92-5

TABLE 11-1

ADMINISTRATIVE RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
10	Curriculum Committee	*meeting minutes, change proposals and related records supporting the decisions of the Academy Board on curriculum changes	record copy at Curriculum and Scheduling	*retire as permanent (note).
12	Academy Board	*meeting minutes, results and decisions, and related records	record copy at Registrar	*destroy after 20 years, or when purpose has been served, whichever is sooner.
18 *	Curriculum Handbooks	final decisions of curriculum committee regarding the course contents	record copy at Curriculum and Scheduling	retire as permanent (note).
19 *	Academy Catalogs	course descriptions and application procedures for admittance to Academy	record copy at Registrar	
	*NOTE: Offer to the National Archives in 5 year blocks when latest document is 25 years old.			

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
5	Note. Added to show when Rules 10, 18 and 19 permanent documents are offered to NARS.		