TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION  
HQ COMMUNICATIONS AND INFORMATION

3. MINOR SUBDIVISION  
INFORMATION DISSEMINATION AND MANAGEMENT DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
OLTHEA S. CROOM

5. TELEPHONE (703) 588-6194

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is not required; is attached; or has been requested.

DATE  
7-21-01

SIGNATURE OF AGENCY REPRESENTATIVE  
CHERYLE D. GUMAER

TITLE  
AIR FORCE RECORDS OFFICER

7. ITEM NO.  

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  
Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.

USAFA PREPARATORY SCHOOL RECORDS  
(Table 36-49)  
(Applicable Air Force-Wide)

The purpose of this submission is to revise Table 36-49, Rule 3. These records serve as supporting documentation for the Student Record Card in Rule 1 which are maintained at the USAF Academy for 30 years.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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<tbody>
<tr>
<td>3</td>
<td>Preparatory School Folder</td>
<td>Correspondence and forms Documenting student's academic History and related activities while at the Prep School</td>
<td>At preparatory school</td>
<td>Retain at USAF Academy and destroy after 30 years</td>
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**USAFA PREPARATORY SCHOOL RECORDS**

If the records are or pertain to Consisting of which are Then