

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>71-AF2-04-3</i>	
1. FROM (Agency or establishment) Department of the Air Force		Date received <i>5-12-2004</i>	
2. MAJOR SUBDIVISION Communications and Information		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Enterprise Information Resource Management Division			
4. NAME OF PERSON WITH WHOM TO CONFER Emma Hochgesang-Noffsinger	5. TELEPHONE NUMBER (703) 588-6310	DATE 1 April 2004 <i>7/25/06</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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 <u>2</u> page(s) are not needed now for the business for 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,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6 May 2004	SIGNATURE OF AGENCY REPRESENTATIVE <i>Emma A. Hochgesang Noffsinger</i>		TITLE Air Force Records Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>Table 36-48, Rule 5</b></p> <p>Request approval of the attached proposed disposition for the records in the Student Transcript and Records System (STARS). The records in this system are records used by the Community College of the Air Force, accredited by the Commission on Colleges, Southern Association of Colleges and School (COC/SACS). As a condition of accreditation, CCAF must adhere to the standards for retention of academic records published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Retention of collegiate academic records is detailed in two AACRAO publications the <i>Academic Records and Transcript Guide (1996)</i> and <i>Retention of Records (2000)</i>. Table 36-48 contains disposition for this type records. Request use of Rule 5 (currently reserved) and the addition of note 80 from the <i>Air Force Records Disposition Schedule (RDS)</i>. This series is maintained under the <i>Privacy Act System of Records F065 AFAFC K</i></p> <p><i>cc Agency DR NWML NIMS</i></p>		

TABLE 36-48  
COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
5	Student Collegiate Academic Records	Course completions, dates, and transfer credit	Maintained in the Student Transcript Administration and Records System (STARS)	Destroy after 75 years or when no longer needed for research, See Note 80.

1.

**NOTE**

80 Retain in office of record until eligible for destruction .

→ whichever is later.

disposition  
^  
above addition to approved by  
Emma Hochgesang-  
Noffsinger.

- R. Noble 7/18/05

**Table 36-48, Rule 5 (STARS records):**

- 2. 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.**