

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-AFU-06-2	
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED 6-14-2006	
2. MAJOR SUBDIVISION Secretary Air Force, Office of Warfighting Integration and CIO		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Enterprise Information Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER <i>Emma A. Hochgesang-Noefsinger</i> Emma A. Hochgesang-Noefsinger Air Force Records Officer	5. TELEPHONE (703) 588-6147		

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 8 June 06	SIGNATURE OF AGENCY REPRESENTATIVE EMMA A. HOCHGESANG-NOEFSINGER	TITLE AIR FORCE RECORDS OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>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.</p> <p style="text-align: center;">SOURCE RECORDS (TABLE 36-38, Rule 1) Applicable Air Force-Wide</p> <p>Change record retention from 30 years to permanent 75 years or when no longer needed, whichever is later.</p> <p>Justification: Air University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools (COC/SACS). Within the Air University, the Air War College, Air Command and Staff College, and the School of Advanced Air and Space Studies grant master's degrees. Similarly, the Air force Institute of Technology is accredited by the North Central Association of Colleges and Schools. As a condition of regional accreditation, schools must adhere to set standards for retention of academic records. The guidelines published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO) reflect such standards in two AACRAO publication - The Academic Records and Transcript Guide (2003) and The Retention of Records: Guide for Retention and Disposal of Student Records (2000 Update). Student academic records are maintained in an electronic format as part of the Air University Academic Records as they must be readily accessible for on-demand retrieval and production of student transcripts. Complete tape backups of all student records within the Air University Academic Records are accomplished daily and complete operating system backups are completed monthly. These backup tapes are stored in an alternate secure location at Maxwell AFB, Montgomery, Alabama and at Wright-Patterson AFB, OH. These records will not be staged at the National Archives and Records Administration (NARA).</p>	<p>GRS 20, items 13 & 14</p> <p>NI-AFU-90-3</p>	

TABLE & RULE: T 36-38 R 01.00

TITLE: Student Academic Records

AUTHORITY: AUTH: N1-AFU-90-3

COLUMN B CONSISTING OF:

Transcript, test scores, completion/noncompletion, grades, degrees earned and awards.

COLUMN C WHICH ARE:

Maintained in Air University Academic Records System

COLUMN D DISPOSITION: Destroy after 75 years or when no longer needed, whichever is later.
~~Maintain permanently in Air University Academic Records System~~

NOTES

80 Retain these records in the office of record until eligible for destruction.

~~212 Electronic copies created using electronic mail and word processing: Destroy after recordkeeping copy has been created and filed or when no longer needed for revision, dissemination, or reference, whichever is later.~~

} GRS 20 items
13 9 14

~~213 Electronic systems that replace temporary hard copy records: Destroy on expiration of the retention period previously approved for the corresponding hard copy records.~~

~~214 Electronic systems that supplement temporary hard copy records where the hard copy records are retained to meet recordkeeping requirements: Destroy when the agency determines that the electronic records are superseded, obsolete, or no longer needed for administrative, legal, audit, or other operational purposes.~~

This is a media neutral schedule, applicable to records regardless of format or media.

Above change to "COLUMN D DISPOSITION", and above replacement of Notes 213 and 214 with the "media neutral" Note, were approved by Acting AF R.O. Larry Shade, March 5, 2008.

- R. Noble, NARA