

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-ARU-88-10	DATE RECEIVED 11/24/87
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD		In accordance with the provisions of 44 U.S.C. 3305, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
3. MINOR SUBDIVISION Information Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 695-1667	DATE 2/17/88	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 2 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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

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

B. DATE	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
---------	--	---

7. ITEM NO	B. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	PRECANDIDATE/CANDIDATE RECORDS (USAFAR 12-50, Table 53-1) (Applicable for Air Force Academy Only)		
1	Rule 2. Description of records in folders of candidates not appointed is changed to include only those Rule 1 records necessary in case an individual reapplies to the Academy, plus other records considered essential. Candidate folder contents of Rule 1 records for cadets appointed remain the same.	NC1-461-82-12	
2	Rule 2.1. Added, to cover remainder of Rule 1 records in folders of candidates not appointed. These records are eligible for destruction after the admission cycle because all these forms (records) are resubmitted by the individual upon reapplication to the Academy.		
			<i>2 Items</i>

Copy sent to agency

2/23/88

TABLE 53-1

PRECANDIDATE/CANDIDATE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	candidate folder	*Liaison Officer nominee evaluations, high school/college/prep statistics, ACT/SAT scores, retirement orders, death certificates, letters of recommendation, nominee cards, etc.	not appointed	destroy after 1 year (note 1).
2.1 *		correspondence and forms pertaining to each individual seeking appointment to the USAF Academy not included in Rule 2		destroy after each admission cycle.

TABLE 53-1					
PRECANDIDATE/CANDIDATE RECORDS					
R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
1	Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to the USAF Academy, such as: Change of Address, For Action Memo, Additional Source Letter, Report of Candidate Status, Missing Data and Documents, USAFA Candidate Fitness Test Score, Nomination/Application for USAFA, USAFA Selection Test, Personnel Data Record, Candidate Activity Record, Withdrawal Card/Liaison Officer Nominee Evaluation, Precandidate Questionnaire, high school/college/prep transcript, acceptance/declination forms, drug abuse certificate, etc.	appointed	forward to Cadet Exams and Records to be included in Master Cadet Personnel Record.	T53-2, R6,7 T53-2, R1,2,5,6,7, 8,9,12,13,14,16,17, 19,20,21,22,23,24
2			not appointed	destroy after 1 year (note 1).	
3	Admissions Administration	administrative records such as Precandidate Cards, Precandidate Questionnaires on persons not yet candidates, etc.		destroy after admissions cycle.	T53-2, R18,19,28
4	Candidate for USAF Academy	nominee cards and nomination forms for contacting prospective candidates		destroy after 1 year.	T53-2, R3,4
5	Report of Candidate Status (Congressional)	forms provided members of Congress on final status of their nominations		destroy when no longer needed (note 2).	T53-2, R10
6	Liaison Officer Nominee Evaluation	form for helping cadets who appear to have problems	at Cadet Counseling Center	destroy 1 year after graduation.	T53-2, R14

NOTE 1: If not appointed, return birth certificates, adoption papers, or other legal documents to individual after 1 year.
NOTE 2: Forward to Directorate of Institutional Research after 4 years. (See T20-2, R1.)