

Air Force Unaffiliated
**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

2 min
 (See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <i>11/20/73</i>	JOB NO. NC 174-106
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>12-14-73</i> Date	<i>James B Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE, HQ USAF
2. MAJOR SUBDIVISION
DIRECTORATE OF ADMINISTRATION
3. MINOR SUBDIVISION
DOCUMENTATION SYSTEMS DIVISION
4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. J. NORMAN
5. TEL. EXT.
11-29239
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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

23 NOV 1973

Herbert G. Geiger
 (Signature of Agency Representative)

HERBERT G. GEIGER, Chief
 Documentation Systems Division
 Directorate of Administration
 (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	DEPENDENTS' SCHOOL RECORDS (214-1) (Applicable to Air Force Dependents' Schools) The attached proposed rule 11.1 to AFM 12-50, table 214-1 is to authorize disposal of individual student records for grades kindergarten through 8. Currently, these records are required to be retained at the school for 8 years and then retired to WNRC for permanent retention. However, there is no valid need to retain these records beyond 1 year after graduation, departure, withdrawal from school, or death. Further, only the individual student permanent record and transcript for grades 9 through 12 are acceptable as evidence of educational experience.		
2	The changes to rule 11 on the attached table only combines the transcripts covered by rule 14 so as to delete rule 14, and to provide that only such records for grades 9 through 12 be retained.		

TABLE 214-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6		mission to be absent; pass slips; and comparable documents	class reentry permits	destroy at end of school year, or when purpose has been served, whichever is sooner.
7			not covered in rules 4, 5, and 6	destroy after 1 year.
8	attendance and strength reports	periodic statistical, monthly enrollment, and other reports	teachers reports to principals	
9	secondary school class reports	reports compiled from class register books and are source documents from which individual student permanent records are prepared and/or extracted on request		
10	enrollment records	application for enrollment of tuition student; course preference signed by parent; admission card; transfer card; drop card; and similar records	pertaining to admission, registration, or departure of students	destroy 1 year after graduation, withdrawal, transfer, or death of student.
11	★ individual student permanent record and transcript (grades 9 thru 12)	a cumulative record of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student	★ completed on graduation or withdrawal of student; and copies of transcripts furnished secondary schools, colleges, and prospective employers upon special request	retain at the school for 8 years, then retire as permanent. (Exception: On inactivation of school, transfer to District Office where they will be held until end of 8-year retention period and then retired as permanent.)
11.★	★ individual student record (grades kindergarten thru 8)		transferred at the request of the student's new principal	destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner.
12	student personnel record	health data; absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests; notes on activities, hobbies, and special		

10-624



214. Dependents' Education. This table covers documentation pertaining to planning, supervising, and conducting dependents' schools and educational systems and programs.

Current Table

10-623

TABLE 214-1				
DEPENDENTS' SCHOOL RECORDS				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	<u>historical program</u>	operating policies, curricula, teaching methods, and similar records		<u>retire as permanent.</u>
2	administration	documentation pertaining to internal administration; school events; athletics; honor students; parent-teacher and other organizations; teachers notices; student transportation; civilian employees pay, leave, attendance, travel, and other personnel matters (except employee record cards); term reports; cost accounting; lost textbooks; requests to supporting commander for materials, repairs, and supplies	not covered in other tables, e.g., supply	destroy after 3 years.
3	class register books and daily attendance registers	individual teachers records of daily, weekly, semester, and yearly scholastic marks and averages; attendance; and dates of withdrawals	used to record information on permanent record cards and reports	destroy after 3 years.
4	absence, tardiness, and passes	daily records of absentees; tardy slips; transfer slips notifying teachers of new assignments; notices of change; applications for per-	hall passes	destroy at end of each day.
5			absentee reports	destroy after 60 days, or when purpose has been served, whichever is sooner.

TABLE 214-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
6		mission to be absent; pass slips; and comparable documents	class reentry permits	destroy at end of school year, or when purpose has been served, whichever is sooner.
7			not covered in rules 4, 5, and 6	destroy after 1 year.
8	attendance and strength reports	periodic statistical, monthly enrollment, and other reports	teachers reports to principals	
9	secondary school class reports	reports compiled from class register books and are source documents from which individual student permanent records are prepared and/or extracted on request		
10	enrollment records	application for enrollment of tuition student; course preference signed by parent; admission card; transfer card; drop card; and similar records	pertaining to admission, registration, or departure of students	destroy 1 year after graduation, withdrawal, transfer, or death of student.
11	individual student permanent record	a cumulative record of standardized achievement, mental ability tests, yearly grade average, attendance, and similar information maintained for the individual student	completed on graduation or withdrawal of student	* retain at the school for 8 years, then retire as permanent. (Exception: On inactivation of school, transfer to District Office where they will be held until end of 8-year retention period and then retired as permanent.)
12	student personnel record	health data; absence reports and correspondence with parents regarding absence; records of achievements and aptitude tests; notes on activities, hobbies, and special	transferred at the request of the student's new principal	destroy 1 year after graduation, departure from command, withdrawal from school, or death, whichever is sooner.

10-624

Current Disposition
Instruction
See Rule 14, Column D

		interests; miscellaneous info used by student counselors			
13	reports to parents	scholastic grades, personality traits, and certificates of promotion or failure		release to parents at end of school year, on transfer of student, or on departure from command.	170317k
14	transcript of credits	official record of scholastic credits extracted from individual student permanent record	furnished only on official request of secondary schools or colleges	copies of official transcripts are permanent and are retained with permanent record card (rule 11).*	170317h
15	Section Six schools	registers, elementary school cumulative record cards, and other records		school retains; on discontinuance of school, transfer to Department of Education of State in which school is located.	170317l

1 October 1969

10-625

AFM 12-50