

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

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

LEAVE BLANK	
DATE RECEIVED <b>MAR 18 1974</b>	JOB NO. <b>NC 174-167</b>
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.	
4-2-74	<i>James B. Rhoads</i> Date Archivist of the United States

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.

**15 MAR 1974**  
(Date)

*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 change to AFM 12-50, table 214-1, rule 11, proposes disposal of individual student records and transcript for grades 9 through 12 after 75 years instead of permanent retention. Student records at adult Air Force schools which are accredited for educational experiences in the Armed Forces, such as at the Air University and the USAF School of Aerospace Medicine, are disposable 30 years after graduation. However, because of the lower age of dependent school children, 75 years after graduation is considered more appropriate for dependent schools.	NC174-106, Item 2	

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 5 years then retire <sup>(EX)</sup> <sub>ception: On inactivation of school, transfer to District Office where they will be held until end of 5 year retention period and then retired</sub>
11.1	* 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		

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after graduation, withdrawal, transfer, or death of student.

to WNRC for disposal after 70 additional years.

for remaining 70 years.)

approved  
NC 174-106, et al,  
Dec 14, 1973