

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED MAY 30 1974	JOB NO. NC 174-248
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.	
Date <i>6-21-74</i> <i>James P. O'Neill</i> <i>Acting</i> Archivist of the United States	

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. K. J. Bilek

5. TEL. EXT.
11-29209

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.

29 MAY 1974

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">TRAINING RECORDS (Applicable to the United States Air Force Academy)</p> <p>The documentation described on the attached page will be disposed of as indicated thereon.</p> <p>This documentation is created and accumulated by various elements of the U. S. Air Force Academy and serve to document and control the academic and graduate programs of Air Force cadets.</p> <p>The attached recommended disposition criteria was submitted by the USAF Academy and is deemed adequate to meet Air Force needs.</p>		

U.S. AIR FORCE ACADEMY DOCUMENTATION

Academic Requirements	Themes, research papers, graded recitations, graded reviews, laboratory reports, and case studies	Destroy 30 days after end of semester in which administered, or return to the cadet at the discretion of the course director.
	Final examinations, turnout examinations, validation examinations, midterm examinations, and graded reviews	Retain for 90 days after end of semester in which administered or until cadet graduates, whichever is sooner. May be returned to cadet at the discretion of the course director.
Graduate Programs	correspondence and related documentation concerning applications/preparation and evaluations for scholarships/fellowships	retain at USAF Academy, destroy after 25 years.
Cadet Scores	Records of scores awarded on laboratory reports, case studies, graded reviews, final examinations, turnout examinations, validation examinations, midterm exams and graded reviews of courses without final examinations	Destroy after 1 year or when cadet graduates, whichever is sooner.