

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*Citizens*  
TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 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. Neil Vandergraaf Jr
5. TEL. EXT.  
767-4495
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>7 JUL 1977</u>	JOB NO. <b>NC1 AFU 77 91</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.	
<u>7-18-77</u> (Date)	<u>James B. Rhoads</u> Archivist of the United States

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.

30 JUN 1977

*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	<p align="center"><b>TRAINING RECORDS</b></p> <p align="center">(Applicable to the United States Air Force Academy)</p> <p>The documentation described on the attached page is to be disposed of as indicated thereon.</p> <p>These documents are created and accumulated by various elements of the United States Air Force Academy and serve to document and control programmed activities of Air Force Cadets and faculty members at the Academy. Disposition criteria is to be entered in the United States Air Force Academy Regulation 12-50.</p> <p>AFCW Form 17, AFCW Form 75, AFCW Form 19 and AFCW Form 27 are new additions. Change retention period for AFCW Form 3 from 3 months to "30 days after end of academic year."</p> <p>The above recommended disposition criteria is considered adequate to meet Air Force needs.</p>	NC1-AFU 77-5	

*Sent to agency, - 7/20/77 JB*

TABLE

R U L E	A	B	C	D
	If Documents are or Pertain to	Consisting of	Which are	Then
	Cadet personnel information (AFCW Form 43)	Forms used to obtain background information	Maintained by Deputy Commandant for Cadet Wing	Destroy 1 year after graduation
			Maintained in Cadet Squadrons	Destroy 30 days after end of academic year
	Cadet Wing theft report (AFCW Form 17)	Forms used to report and document thefts within the Cadet Wing	Maintained by Deputy Commandant for Cadet Wing	Destroy after 1 year
	Tutoring record (AFCW Form 75)	Forms used to document tutoring received by individual cadets		Destroy 30 days after end of academic year.
	Attendance Report (AFCW Form 27)	Forms used to keep a manual record of cadet attendance at mandatory formations.		Destroy 60 days after monthly cutoff
	Sign In/Out Register (AFCW Form 19)	Forms used by cadets signing in/out on leave; TDY, and privileges		Destroy 30 days after end of academic year
	Cadet in Charge of Quarters Report (AFCW Form 3)	Forms used as a log of squadron activities, inspections, incidents,		