

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*2 items*

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 <b>JUL 14 1977</b>	JOB NO. <b>NC1AFU 77 194</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.	
<b>7-26-77</b> (Date)	<i>James B. Rhoads</i> 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.

**7 JUL 1977**

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	<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.</p> <p>The attached recommended disposition criteria is to be listed in the United States Air Force Academy Regulation 12-50. The documents are not now covered in that regulation.</p> <p>The disposal criteria is considered adequate to meet Air Force requirements.</p>	<p align="center">NC1-AFU 77-5</p>	

*Sent to agency 7/28/77*

## TABLE

USAFAR 12-50

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	Tenure Associate Professors, Tenure Staff Officers, and Continuous Tour Officers	correspondence pertaining to the initial request, justification, Superintendent approval, and AFMPC approval	maintained at the Academy	destroy when officer terminates or rescinds his appointment.
	Case files of United States Air Force Academy Sponsored Air Force Institute of Technology Requests	correspondence pertaining to the initial request, justification, Air Force Institute of Technology eligibility letters and Air Force Military Personnel Center approval letters, transcripts	used in processing applicants for United States Air Force Academy sponsored Air Force Institute of Technology training	destroy upon completion of training.