

770720

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

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.

767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK DATE RECEIVED 27 SEP 1977 JOB NO. NC1 AFU 77 105 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. 2-13-78 (Date) [Signature] 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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

2 SEP 1977

[Signature: Herbert G. Geiger]

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

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN

TRAINING RECORDS (Applicable to the United States Air Force Academy)

1

The documentation described on the attached pages is to be disposed of as indicated thereon.

NC1-AFU 77-94

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.

The attached recommended disposition criteria are to be listed in the United States Air Force Academy Regulation 12-50. The documents are not now covered by that regulation.

The disposal criteria are considered adequate to meet Air Force requirements.

The microfilming in rules 18, 19, and 20 of Schedule A will be in accordance with FPMR 101-11.5.

- AM=Airmanship BCT=Basic Cadet Training UPT=Undergraduate Pilot Training AOC=Air Officer Commanding NAV=Navigation CWOP=Cadet Wing Overweight Program OPR=Office of Primary Responsibility DPMU = Director of Personnel/ Personnel Utilization AFIT=Air Force Institute of Technology CWDD = CW D/ Disciplinary NCOIC=Non Commission Officer In Charge 40 Alpha List = Four Degrees (Classes) CWPA=Cadet Wing Personnel Administration Alphabetical List of Cadets MOM=Military Official Mail

115-106

PAE=Physical Aptitude Examination, 8 NC-3/1/78 44 items

STANDARD FORM 115 Revised January 1973 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4

Copy to Agency, NNM, NNR, and NNB. -2/16/78

TABLE [Schedule A]

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 *	pilot training preference	form used to obtain personal preferences for UPT assignments; first class cadets complete form in Jan of senior year	maintained by Cadet Career Information office	destroy 1 month after graduation.
2 *	case files of hearings	honor hearings of accused cadet	maintained by honor and ethics office	retain guilty cases in honor and ethics office 5 years, then destroy.
3 *				destroy after 1 year for not guilty and discretion cases.
4 *	investigation files	investigative material		destroy after 1 year on 1st classmen.
5 *	course books	notebook containing course syllabus, lesson assignments, handouts, testing materials, grade statistics on graded reviews, midterm, and final examinations	microfilm copy maintained by Dir of Libraries, Special Collections (microfilm system No. USAFA 1-71)	retain as permanent. To be retained by USAFA as long as administrative needs require. Amended by R. A. Wire per K. J. Bilek 9/28/77
6 *			all other copies	destroy after purpose has been served or 5 years, whichever is sooner.
7 *	football contracts	contracts with various institutions and used for future contract negotiations	maintained by Dept. of Athletics Business Office RAW	retain in Athletics Business Office for 10 years, then retire to ^{USAFA} records staging area for 15 years additional years, then destroy.

TABLE

Schedule A

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8 *	home football game day operations resumes	documentation containing reports on finances, weather conditions, per- sonnel, problem areas & incidents used as the basis for contract ne- gotiations for football games		
9	manifest & master jump log	forms used to schedule verify jump records	maintained by Air- manship Division RAW	*retain all copies for 3 years in Airmanship Div; stage ^{at USFA} for 25 additional years; then destroy
10	student parachute jump critique	forms utilized to eval- uate student jumpers re- garding their aircraft and jumping techniques for courses AM 490, 491 & 492		*destroy all copies after year or when no longer needed, whichever is sooner
11	soaring monthly flight report	forms used to report monthly soaring flight activity of airmanship courses AM 101, 451, 461, 471 & 481 to Course Dir- ector & Deputy Comman- dant for Military In- struction	maintained by Air- manship (airfield soaring)	*retain in office for 10 10 years; ^{then stage at USFA and} destroy after 25 25 years. Amended by R. A. Wire per K. J. Bilek 10/4/77
12 *	airmanship flight activity report	forms used daily to re- port sorties in airman- ship courses		retain in office for 3 years ^{then stage at USFA and} destroy after 25 years. Amended by R. A. Wire per K. J. Bilek 9/28/77

TABLE [Schedule A]

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
13	airmanship course 490	forms used to record training in airmanship course 490 & on training aids		*destroy all copies upon completion of course.
14	NAV 471 flight Mis- sion grade sheet	forms used to record performance of each student on three flight missions	maintained by Avia- tion Science Div	*destroy 30 days after end of semester in which adm. is istered.
15	airmanship course 490 - [See rule 13,]	forms used to record training in airmanship 490	maintained by Air- manship Division	*destroy all copies upon completion of course.
16 *	para-sail instruc- tors record	form used to record in- dividual training on in- structors	used to record train- ing on instructors maintained by Airmanship Div. RA/W	destroy 90 days after dep- parture of instructor.
17 *	para-sail training record	form used to record training of cadets	used to record train- ing on cadets. maintained by Airmanship Div. RA/W	destroy 1 year after departure.
18 *	Academy board records	original record copies of minutes of Academy board meetings	maintained by the Registrar	Retain in OPR, microfilm after 2 yrs., then destroy paper copy after verification of microfilm, and retain extra reference copy of microfilm as long as needed. (See rule 20 for permanent microfilm.)
19		Academy board background material/attachments	<p>Amended by R.A. Wire per K. J. Bilek 9/28/77 + 1/27/78</p>	Retain in OPR, microfilm after 2 yrs., then destroy paper copy after verification of micro- film and no later than 6 yrs. after cadet's graduation, and retain extra reference copy of microfilm as long as needed. (See rule 20 for permanent microfilm.)
20 *		Silver halide microfilm original and one reference copy of Academy board minutes, and of Academy board background material/attach- ments, and of Academy board results and decisions. Amended by R.A. Wire per K. Bilek 2/26/79		

TABLE

[Schedule A]

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
21 *		Academy board results & decisions (includes reproduced or machine run copies)	Amended by R. Wire per K. Bilek 2/26/79	in DPR, microfilm after 2 years, then retain record copy permanently only by DPR , destroy paper copy after verification of microfilm, and retain extra reference copy of microfilm as long as needed. (See rule 20 for permanent microfilm.)
22 *			maintained by Cadet Examinations and Records	destroy 1 year after graduation
23 *			all other copies	destroy after 1 year.
24 *	nomination status report correlation list	weekly machine run listings reflecting current admissions progress compared to previous year at same period of time	maintained by Director of Admissions	destroy when purpose has been served or after 6 years whichever is sooner.
25 *	pre-candidate for USAF Academy	precandidate cards and questionnaires used as source material for contacting prospective candidates	maintained by Director of Cadet Admission	destroy 1 year after cutoff.
26 *	candidate for USAF Academy	nominee cards used as reference for answering daily inquiries, researching policies, making statistical analyses, and checking history of policy and procedures		destroy when superseded, obsolete, no longer needed for reference, or on inactivation.
27 *	computerized grade list	grade information pertaining to cadet candidates	used daily by Prep School staff and faculty to monitor status and progress of cadet candidates	destroy upon receipt of new list, except the final grad list maintained by the Admin. Office will be destroyed 1 year after graduation.

TABLE

Schedule B

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	scouting files	scouting reports and basketball programs of the schools of the USAFA basketball team will play	maintained by Department of Athletics	destroy 5 years after annual cutoff or when no longer needed, whichever is sooner.
	case files of USAFA advance degree nominations	correspondence pertaining to the available resources, AFIT eligibility letters	maintained by DPMO. RAW USAFA used in processing applicants for USAFA sponsored AFIT training	destroy upon completion of AFIT training.
	reports of testing	forms used by testing sites to transmit USAF Academy candidates' physical aptitude examination scores to the USAF Academy	maintained by directorate of admissions	destroy at end of admissions cycle.
	nominations for USAF Academy of those not appointed. RAW	forms used by nomination authority to nominate candidate		destroy after 1 year (if not appointed).
	high school physical aptitude examination score card if these not appointed. RAW	forms sent to candidates and to high schools used to report PAE scores		

TABLE

Schedule B

R U L E	A	B	C	D
	If documents are or pertains to	Consisting of	Which are	Then
5. *	Weekly Tour & Confinement Roster (CWD)	rosters used to notify cadets of outstanding punishments and documentation of served punishments.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 1 year.
6. *	Monthly Squadron Roster (CWD)	roster used to notify the Air Officer Commanding of any cadets deficient in conduct.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 1 year.
7. *	Summer Discipline & Conduct Roster (CWD)	roster used to notify Cadet Records Section of totals in demerits & punishments received during the summer.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 30 days.
8. *	Cadet Rank Cards (USAFA Form 0-50E)(CWD)	forms used to provide Data Automation with required information in production of Cadet Make List.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 30 days.
9. *	Cadet Make List	roster used to provide CWPA with necessary information in publication of P-Series Order listing all cadets XH possessing rank for the next quarter.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 1 year.
10. *	Parent Address roster by Squadron (CWD)	roster used to provide current addresses of parents of correspondence.	maintained by the Exec to the Deputy Commandant for the Cadet Wing	destroy when superseded.
11. *	Cadet Make List with MOM	roster used by CWDD to provide MOM with the current rank.	maintained by the NCOIC, Cadet Disciplinary Section	destroy after 3 months.
12. *	Weight Error Audit List (CWD/BCT)	rosters used to audit errors prior to final run of basic cadet weight.	maintained by the Admin Officer, Basic Cadet Training Program	destroy after 30 days.

TABLE

[Schedule B]

R U L E	A	B	C	D
	If documents are or pertain to:	Consisting of:	Which are:	Then:
13. *	4 ^o Alpha List by Squadron (CWD/BCT)	rosters distributed to BCT AOCs to monitor weight gains/losses of their assigned basic cadets.	maintained by the Admin Officer, Basic Cadet Training Program	destroy after 30 days.
14. *	4 ^o Alpha List by BCT Group (CWD/BCT)	rosters maintained to keep BCT Commander informed about gains/losses of basic cadets.	"	destroy 30 days after graduation.
15. *	4 ^o Recruited Athlete List by Group (CWD/BCT)	rosters distributed to Athletic Department to monitor weight gains/losses of basic cadets who are recruited athletes.	"	destroy 30 days after graduation.
16. *	Cadet Weight Cards (CWOP/BCT)	card decks on which is recorded weekly weighing of basic cadets.	"	destroy after 30 days
17. *	Entry Height and Weight Error List (CWOP/BCT)	rosters used to update a basic cadet height and weight from his pre-academy physical examination; new height and weight recorded on these rosters during BCT in-processing.	"	destroy after 30 days "