

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

30 items

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

MRS. M.B. FOURAKER

5. TEL. EXT.

767-4050

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 27 1976	JOB NO. NC 1-AFC-77-62
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.	
<p>4-7-77 <i>James E. O'Neil</i> (Date) <i>Acting</i> Archivist of the United States</p>	

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 6 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

22 DEC 1976

Herbert G. Geizer
(Signature of Agency Representative)

HERBERT S. GEIZER, 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
	<p align="center">TRAINING RECORDS (Applicable to the United States Air Force Academy)</p> <p>The documentation described on the attached pages is presently scheduled for permanent retention as part of the Master Cadet Personnel Record. These documents are used to evaluate, counsel, advise, and assist the individual while he is a cadet at the Academy. They have no bearing on his performance capabilities either as a commissioned officer in the Air Force nor as a member of the civilian community.</p> <p>It has been determined that these documents should not become a permanent record in the Master Cadet Personnel Record. The attached recommended disposition criteria was submitted by the USAF Academy. The proposed destruction of these documents one year after graduation of the cadet is deemed adequate for Air Force requirements.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>		

Sent to agency and NPRC - 4/11/77 JH

TABLE	RULE	A If documents are or pertain to	B consisting of	C which are	D Established disposition	E Proposed disposition
11-1	1	Basic Cadet Evaluation Report (USAFA Form 0-184) (AFCW Form 20)	Forms used to evaluate cadet training accomplished by basic cadets during basic cadet training.	Maintained by Cadet personnel	Upon disenrollment/graduation forward to Registrar (Cadet Records)	Destroy one year after graduation.
	2			Received by Registrar (Cadet Records)	See T35-2, R 1 and 2 (Permanent)	
11-3	14	Counseling Record (USAFA Forms 0-326/ or 0-485)	Forms used in daily contacts with cadets and are part of the individual counseling file. Used by counselors to record interviews with cadets.	Maintained by Cadet Counseling Division	Upon disenrollment or graduation, forward to Registrar (Cadet Records)	
	15			Received by Registrar (Cadet Records)	See T35-2, R 1 & 2 (Permanent)	
	38	AOC Evaluation (UCAFA Form 0-761) (AFCW Form 33)	Forms used by AOC's to evaluate deficient cadets, for use by the class committee and Academy board.	Maintained by Cadet personnel.	Upon disenrollment/graduation, forward to Registrar (Cadet Records)	
	39			Received by Registrar (Cadet Records)	See T35-2, R 1 & 2 (Permanent)	
	40			All Other Copies	Destroy 1 year after graduation.	
		AOC = Air Officer Commanding AFCW = Air Force Cadet Wing				

TABLE	RULE	A	B	C	D	E
		If documents are or pertain to	consisting of	which are	Established disposition	Proposed Disposition
30-1	1	Cadet Performance Report (USAFA Form 0-20) (AFCW Form 1)	Forms prepared by cadets on other cadets prior to each military rating period.	Maintained by Cadet personnel	Upon disenrollment/graduation forward to Registrar (Cadet Records)	Destroy one year after graduation.
	2			Received by Registrar (Cadet Records)	See T35-2, P1 & 2 (Permanent)	
35-1	1	Minutes of Resignation Review Committee (USAFA Fm -0143)	Form used to record minutes of Cadet Resignation Review Committee.	Maintained by Registrar (Cadet Records)	See T35-2, P1 & 2 (Permanent)	
	2			All Other copies	Destroy 1 year after graduation	
35-1	3	Memo for Record (Interview) (USAFA Form 0-298) (AFCW Form 22)	Forms used to have a *permanent record of interview with cadets *(This word to be omitted).	Maintained by Cadet personnel	Upon disenrollment/graduation forward to Registrar (Cadet Records).	
	4			Received by Registrar (Cadet Records)	See T35-2, R 1 & 2 (Permanent)	
35-1	8	Unmarried Certificate (USAFA Form 0-611)	Forms used by Cadets to certify they are not married.	Maintained by Cadet personnel	Upon disenrollment or graduation, forward to Registrar (Cadet Records)	
	9			Received by Registrar (Cadet Records)	See T34-2, R 1 & 2 (Permanent)	

TABLE	RULE	A	B	C	D	E
		If documents are or pertain to	consisting of	which are	Established disposition	Proposed disposition
35-1	13	Academic Performance (USAFA Form 0-671) (AFCW Form 5)	Forms used by AOCs to evaluate the progress of cadets with academic deficiencies.	Maintained by Cadet Personnel	Destroy all copies 1 year after graduation	Destroy one year after graduation.
35-1	22	Referral of offenses and award of punishments (AFCW Form 103)	Forms used by cadets to make written explanation of alleged offenses		Upon disenrollment or graduation, forward to Registrar (Cadet Records)	
	23			Received by Registrar (Cadet Records)	See T 35-2, R 1 & 2 (Permanent)	
35-1	27	Record of Military Status (DD Form 44)	Forms used to furnish the Selective Service System information on Cadets.	Maintained by Registrar (Cadet Records)	See T35-2, Rules 1 & 2 (Permanent)	
35-1	28	Security Questionnaire (DD Form 92)	Forms completed by each Cadet before a security clearance can be granted.	Maintained by Cadet Personnel	Upon disenrollment or graduation, forward to Registrar (Cadet Records)	
	29			Received by Registrar (Cadet Records)	See T35-2, R 1 & 2 (Permanent)	
53-2	12	Personnel Data Record (USAFA Form 0-369a) (DD Fm 1867)	A digitek form/sheet completed by the cadet as part of admittance processing. Used for research and comparison data.	Maintained by Director of Admissions in Candidate folder. If appointed, forward to Registrar (Cadet Record).	Appointed as Cadets. See T35-2, R 1 & 2 (Permanent)	Destroy once research data has been recorded.
	13	Candidate Activities Record (USAFA Fm 0-369) (DD Form 1868)				

TABLE	RULE	A	B	C	D	E
		If documents are or pertain to	consisting of	which are	Established disposition	Proposed disposition
53-4	3	Cadet Interview/Evaluation (USAFA Form 0-186) (USAFA Fm 37)	Forms utilized by evaluating agencies to furnish a written input to Aptitude Advisory Committee and Commandant's Board.	All copies	Destroy 1 year after graduation	Destroy one year after graduation.
53-5	1	Cadets	Minutes of the Aptitude and Commandant's Boards; selected letters to and from parents, prior college and high school transcripts and records derogatory letters, counseling and mental hygiene interviews.	Maintained by Registrar (Cadet Records)	See T34-2, R 1 & 2 (Permanent)	
	2			All other copies	Destroy 1 year after graduation.	
205-1	1	Certificate Security Clearance (AF Fm 47)	Forms used to record final and interim security clearance and a record of the completion of a favorable investigation.	Maintained by Cadet Personnel	Upon disenrollment forward to Registrar (Cadet Records)	
	2				Upon graduation add to Officer Record	
	3			Received by Registrar (Cadet Records)	See T35-2, R 1 & 2 (Permanent)	

TABLE	RULE	A	B	C	D	E
		If documents are or pertain to	consisting of	which are	Established disposition	Proposed disposition
35-1	5	Summary military rating (USAFA Form 0-254) (USAFA Form 0-357) (AFCM Form 11)	Forms completed by Cadets during the fall and spring military rating cycle. Used to compile total military ratings to determine the Military Order of Merit.	Maintained by Cadet personnel.	Upon disenrollment or graduation, forward to Registrar (Cadet Personnel)	Destroy one year after graduation.
	6			Received by Registrar (Cadet Personnel)	See T35-2, P. 1 & 2 (Permanent)	
New		Drug Abuse Certificate	Form required as part of initial processing to determine eligibility for admittance	Maintained by Registrar (Cadet Records)	None	