

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mr R. P. Dwyer

5. TEL. EXT.

694-3494

LEAVE BLANK	
JOB NO. NCI-AFU-84-31	
DATE RECEIVED 4/19/84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4-30-84 Date	<i>John T. Rowe</i> Archivist of the United States

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 13 APR 1984	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	E. TITLE GRACE T. ROWE Documentation Mgt Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PROGRAM ADMINISTRATION (Table 50-1) (Applicable Air Force-wide)		
1	Rule 11. Column C is added to limit disposition of faculty board proceedings and administrative disenrollments documents to commands other than the USAF Academy. Column D is changed to shorten disposition to "destroy after 1 year", as remainder of disposition is unnecessary.	NN-170-33	
2	Rule 11.1. Added to destroy faculty board proceedings and administrative disenrollments documents at the USAF Academy after 2 years. Current 1 year disposition is too short, as USAF Academy faculty board proceedings are needed longer in the event a graduate performs unsatisfactorily in Undergraduate Flying Training (UFT). Cadet records are then reviewed for information relating to the poor performance. USAF Academy graduates normally complete UFT eighteen months after completion of Academy flight training programs. Other training commands are satisfied with the Rule 11 disposition of these documents after 1 year.		
<i>No mass data change sheet required. Copy of job sent to agency by RAW on 5-7-84.</i>			<i>2 items</i>

TABLE 50-1

PROGRAM ADMINISTRATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
11	faculty board proceedings and administrative disenrollments	originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant, and records of administrative disenrollments	*at commands below HQ USAF, except HQ USAFA	*destroy after 1 year.
11.1 *			at HQ USAFA	destroy after 2 years.