

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI- <del>461</del> -91- <del>1</del> 1	DATE RECEIVED 9-13-91
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH		DATE <sup>6</sup> ARCHIVIST OF THE UNITED STATES 5/1/92 James W. Moore	
4. NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527		

6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached five page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE 10 SEP 1991	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p>CADET PERSONNEL RECORDS (TABLE 35-14, RULES 1 THRU 8) (APPLICABLE TO AIR FORCE ACADEMY)</p> <p>The Air Force Academy wants to change all the rules to Table 35-14 as follows:</p> <p>Rule 1: There are minor changes in Columns B and C of the Cadet Personnel Record (CPR-1). However, the disposition in Column D is entirely different, as the records will be merged with the disenrollment record and disposed of in accordance with another table (Table 35-15).</p> <p>Rule 2: Besides small changes in Columns B and C, the disposition reflects a new procedure for disposing of the Field Records Group and Master Personnel Record Group in accordance with AFR 35-44. There is no change for the permanent retention documents to be forwarded to the Registrar for retention in Master Cadet Personnel Record.</p>	<p>NC1-461-82-6</p> <p>NC1-461-82-6</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Rule 3: Is now for temporary records not required for Master/Field Personnel Record Groups and can be destroyed after cadet's class graduates vice 90 days after graduation or disenrollment.</p>	NC1-461-82-6	
	<p>Rule 4: Now includes permanent and temporary documents listed in Rules 5 and 6 maintained by the Air Officer Commanding (AOC) on cadets whom disenrollment action has been initiated, and must be forwarded to the Office of Cadet Personnel for merging with disenrollment case files, and then disposed of in accordance with Table 35-15.</p>	NC1-461-82-6	
	<p>Rule 5: Is comprised of several temporary documents which will be destroyed by the office maintaining the records upon graduation of the cadet.</p>	NC1-461-82-6	
	<p>Rule 6: Contains the permanent documents maintained by AOC on cadets who are to graduate and which will be forwarded to the Registrar for filing in the Master Personnel Record group upon graduation.</p>	NC1-461-82-6	
	<p>Rule 7: Is the same as the present rule, except that the records are now maintained by the Office of the Registrar instead of being kept at Cadet Exams and Records.</p>	NC1-461-82-6	
	<p>Rule 8: Is also the same, except for the designation of the office maintaining the records.</p>	NC1=461-82-6	
	<p>Records maintained under the rules of this table are subject to the Privacy Act.</p>		
	<p>Finally, five notes have been added cancelling the current Note 1 and moving the present Note 2 to Note 5.</p>		
	<p>Request you approve this request for inclusion in our regulation.</p>		

TABLE 35-14				
CADET PERSONNEL RECORDS				
R U L E	A <sub>i</sub>	B	C	D
	If the records are or pertain to	consisting of	which are	then
#1	Cadet Personnel Record (CPR-1)	<i>Permanent and temporary documents as defined in AFR 35-44</i>	<i>Maintained by the Office of Cadet Personnel and pertain to cadets pending disenrollment</i>	<i>Merge with disenrollment record and dispose of disenrollment record IAW Table 35-15</i>
#2			<i>Maintained by the Office of Cadet Personnel and pertain to cadets who are to graduate</i>	<i>Upon graduation establish Field Personnel Record Group and Master Personnel Record Group IAW AFR 35-44. (See Note 4) Forward permanent retention documents to Office of the Registrar for retention in Master Cadet Personnel Record (See Notes 1, 2, 3)</i>
#3		<i>Temporary records not required for Master or Field Personnel Record Group</i>		<i>Destroy after cadet's class graduates</i>

TABLE 35-14, CONTINUED				
CADET PERSONNEL RECORDS				
R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
#4	Air Officer Commanding (AOC) Record (CPR-2)	<i>Permanent and Temporary documents listed in Enles 5 and 6 below</i>	<i>Maintained by the AOC which pertain to cadets on whom disenrollment action has been initiated</i>	<i>Forward to Office of Cadet Personnel thru appropriate group for merging with disenrollment case file. Dispose of disenrollment case file IAW Tabel 35-15.</i>
#5		Temporary documents <i>such as, but not limited to</i> , Cadet Performance Reports, Basic Cadet Evaluation Report, Memorandum for Record, Cadet Conduct Summary, Cadet Interview/Evaluation, Form for Remarks, Cadet personal information, AOC evaluation of Cadet Rating Form, Academic Probation Notification, Professional Training Summary, Upper Class Performance Summary, Cadet Personnel Data Summary Sheet, Individual Military Rating Summary, Conduct/Aptitude probation Letter (s), Academy Board/Academic Review Committee Action (copy only), Minutes of Eligibility Committee Actions, miscellaneous letters and reports, Military Review Committee/Physical Education Review Committee Action, Cadet Trend Graph, Liaison Officer Nominee Evaluation	<i>Maintained by AOC on cadets who are to graduate</i>	<i>AOC will destroy upon graduation</i>
#6		<i>permanent documents such as, but not limited to, Accounting of Disclosures</i>		<i>AOC will forward to Office of the Registrar for file in Master Personnel Record upon graduation (Note 4)</i>

TABLE 35-14, CONTINUED

## CADET PERSONNEL RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
#7	Master Cadet Personnel Record (Temporary)	forms and documents, such as: High School Transcript, College Transcripts, Scholastic Background, Invitation to Travel Order, Offer of Appointment Letter, Report of Candidate Status, Candidate Evaluation, Candidate Activities Record, USAFA Candidate Fitness Test, College Report, Release Statement, Report of Liaison Officer counseling, Nomination for Appointment, Tentative Nomination, Notice of Candidacy, Evaluation of Precandidate, Questionnaire, Service Academies Pre-Candidate Questionnaire, Admissions Liaison Office Visit, Address Information, various letters, USAFA Selection Test, drug abuse certificate, etc.	at <i>Office of the Registrar</i>	destroy 90 days after disenrollment or graduation.
#8	Master Cadet Personnel Record (Permanent)	forms and documents such as: Permanent Record Card, Personnel Data Sheet, Appointment Orders, Academic Waivers, Independent Studies Course, French Academy/Military Exchange program documentation, Academy Board/Academic Review Committee Actions, Record of Disenrollment from Office Type Training, Cadet Personnel Summary Sheet, Certificate of Release or Discharge from Active Duty (DD 214), Correction to DD 214, Separation Referral, Tender of Resignation, Statement of consent, Cadet Acceptance Record, Selected Special Orders, Summary Training Letter, medical records, Disclosure of Cadet/Cadet Candidate Information, Accounting of Disclosures, details of Honor Violation (if applicable) board actions (if applicable)	at <i>Office of the Registrar</i>	destroy paper records 6 years after cadet graduates or would have graduated and retain microfilm reference copy at the the Academy (Note 5).

**NOTE 1:** For cadets (including foreign exchange students) who graduate but are not commissioned, and are not prior service, forward to Office of the Registrar for microfilming.

**NOTE 2:** For cadets who graduate, but are not commissioned, and are prior service, forward to the Disenrollment Branch of Cadet Personnel.

**NOTE 3:** For cadets who graduate but are cross-commissioning into another branch of the service, forward to appropriate agency IAW AFR 35-44.

**NOTE 4:** Field Personnel Record Group and Master Personnel Record Group are not made for foreign exchange students. Give foreign exchange students this documentation upon graduation.

**NOTE 5:** Microfilm paper records 1 year after cadet graduates or would have graduated.