

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

DIRECTORATE OF INFORMATION MANAGEMENT

3. MINOR SUBDIVISION

RECORDS MANAGEMENT POLICY BRANCH

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

PIERRE J. JOST

(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 4 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
9 SEP 1991	Grace T. Rowe	GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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CADET DISENROLLMENT/DEPARTURE RECORDS  
(TABLE 35-15, RULES 1 THRU 3)  
(APPLICABLE TO AIR FORCE ACADEMY)

1 The Air Force Academy wants to change all the rules to Table 35-14 as follows:

More than one alternative exists for disenrolled cadets. Currently, all disenrollment files are combined under Rule 1 of Table 35-15. However, in order to effectively address each alternative our proposed Rules 1 through 1.5 are necessary. Using these rules will ensure the documents get into the proper records upon breakdown of the case files and establish reasonable and comparable retention period for each alternative. Retention of these files is needed to reconstruct the facts. Additionally, due to personnel transferring in and out, new arrivals need the files to acquaint themselves with the circumstances of those limited "problems" cases.

Rule 1: This rule has been rewritten to clarify disposition instructions. Change is required to eliminate confusion over disposition of certain records under different circumstances.

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JOB NUMBER

NC-461-92-1

DATE RECEIVED

9-25-91

## 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.

DATE  
2/3/92

ARCHIVIST OF THE UNITED STATES

**REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION**

**JOB NUMBER**

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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)
	<p>Records in Rules 1.1 through 1.3 are new. As mentioned above, they are created to cover other alternatives. Their disposition is 60 days after disenrollment and then according to the alternatives they should be mailed as indicated in Column D.</p> <p>Rule 1.4: This rule is also new and includes the correspondence and copies of selected records concerning each case file. The disposition suggested by the Academy is "destroy 1 year after the conclusion of the case."</p> <p>Rule 1.5: This rule is also new and involves temporary records not required to be filed in the Master or Field Personnel Record Group. For this reason, they can be destroyed 90 days after the end of the Academic Year in which the cadet disenrolled.</p> <p>Rule 3: This rule is the same as the current one but now the records are maintained at the Office of the Cadet Personnel instead of the Cadet Examination and Records office.</p> <p>Records maintained under the rules of this table are subject to the Privacy Act.</p> <p>Request you approve this request for inclusion in our regulation.</p>		NC1-461-82-8

TABLE 35-15

## CADET DISENROLLMENT/DEPARTURE RECORDS

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
#1	Cadet Disenrollment Record	Cadet disenrollment case files (which consists, in part, of the CPR 1 and CPR 2) (See Table 35-14)	at Office of Cadet Personnel for disenrolled cadets granted education delay	Forward required documents, as defined in USAFAR 537-32 to Office of the Registrar within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFR 35-44 and forward to HQ AFMPC upon disenrollment.
#1.1			at Office of Cadet Personnel for disenrolled cadets ordered to active duty	Forward required documents to Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFR 35-44 and mail record to gaining CBPO upon disenrollment.
#1.2			at office of Cadet Personnel for disenrolled cadets transferred to the obligated reserve	Forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment. Establish Field Personnel Record Group IAW AFR 35-44 and mail record to HQ ARPC upon disenrollment.

TABLE 35-15, CONTINUED

CADET DISENROLLMENT/DEPARTURE RECORDS				
R U L E	A	B	C	D
#1.3	If the records are or pertain to	consisting of	which are	then
			at Office of Cadet Personnel for disenrolled cadets not covered elsewhere	Forward required documents to the Office of the Registrar for retention in the Master Personnel Record within 60 days of disenrollment.
#1.4		<i>correspondence, copies of selected documents from disenrollment case files, and other related records concerning each case</i>	at Office of Cadet Personnel on cases involving litigation, high level inquiries, or controversial media exposure.	Destroy 1 year after conclusion of case.
#1.5		<i>temporary records held in CPR-1 and CPR-2 not required for Master or Field Personnel Record Group</i>	at Office of Cadet Personnel	Destroy 90 days after end of Academic Year in which disenrollment takes place
2	Separation Refer-ral Checklist	forms used as a chronological checklist for processing disenrollment and turnback actions		destroy when all actions have been finalized.
#3	Report of Cadet Separation to Washington and Congress	forms used to report to the congressional sponsor the separation of a cadet before graduation	at Office of the Registrar	destroy 6 months after end of academic year or when no longer needed, whichever is sooner.