

Wallace

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

NC1-461-82-11

DATE RECEIVED

June 2, 1982

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the disposal request including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-9-82
Date

Peter H. [Signature]
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

25 MAY 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL

**Documentation Management Branch
Information Mgmt and Resources Div**

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO

10. ACTION TAKEN

**ATTRITION INFORMATION (USAFAR 12-50, Table 20-1)
(Applicable for Air Force Academy Only)**

Air Force proposes changes to Table 20-1, as follows:

- 1 Rule 1: Formerly Rules 1, 3 and 5 documents. Document location is changed. Current dispositions of Rules 1 and 5 (permanent) and Rule 3 (4 years) no longer apply, as these documents are used only for research and trend analysis of cadet attrition rate. As such, they should be destroyed when no longer needed.
- 2 Rule 2: Formerly Rules 2 and 4 documents. Document location now covers "all other offices." Disposition is now more flexible by allowing destruction of documents prior to graduation if no longer needed.
- 3 Rule 3: Formerly Rule 6 documents. Documents will be destroyed sooner, after 10 years, as it is no longer necessary to keep them until 10 years after graduation.
- 4 Rule 4: Formerly Table 537-1, Rule 7 documents. Disposition is reduced to 1 year, as it is no longer necessary to retain them until 1 year after graduation.

NN-170-32

Note: Added for Rules 1 and 3.

115-107

*No mass data change sheet required. Copy of job sent to NNM by R.A.W., 12/14/82.
Closed out: 12-14-82: cm
CDU to A9000*

4 items

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

TABLE 20-1

ATTRITION INFORMATION

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	cadet attrition	documents reporting cadet weekly/monthly attrition by class and by reason to show gains, losses, and summary data and monthly report of attrition rates of each service academy	at Institutional Research	destroy when no longer needed (see note).
2			at other offices	destroy 1 year after graduation, or when no longer needed, which ever is sooner.
3	graduates attrition	forms recording research on attrition of graduated classes	at Registrar	destroy after 10 years (see note).
4	cadet departure/turn- back record	forms consolidating notations of actions taken to process records of departing cadets		destroy after 1 year.
	Note: Retained in office the entire retention period.			