

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Wallace

461

LEAVE BLANK

JOB NO

NCI-461-82-14

DATE RECEIVED

JUNE 17, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-9-84 *R. W. K. Vary*
Date Archivist of the United States

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
Mrs. Grace T. Rowe

5. TEL. EXT
694-3527

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 3 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 9 JUN 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	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
-------------	---	----------------------	------------------

RESEARCH AND EVALUATION (Table 20-2,
USAFA Regulation 12-50)
(Applicable to the Air Force Academy)

This table is realigned. See Column E for conversion data. The new rule 1 is a consolidation of former rules 1 and 2. The retention period has been changed from permanent in former rule 1 and former rule 2 from destroy after all studies and/or projects are completed to destroy when no longer needed. The paper copies will be microfilmed one year after graduation and then destroyed. The microfilm copies will be retained at the Academy for research purposes until no longer needed, then destroyed.

Rule 2 is a new rule. It covers cadet listings. Listings give various kinds of data, i.e., as shown in column B of the rule. ~~The lists are microfilmed one year after class graduation, then destroyed. The film is kept for research and reference purpose.~~ This file is frequently used to answer inquiries to and about cadets.

Rule 3 is a new rule. It covers athletic research projects and studies. ~~These records are also microfilmed.~~ These records are needed to conduct

**Rule 1:
Disposition
Not
Approved**

4 items

No mass data change sheet required. Copy of job sent to agency as enclosure to NCD's 5-14-84 letter.

*All FRC's sent 6-5-84 by CLD (per NC 84-109/NCD 84-91)
AINM. AINS sent 6-8-84 by DMW.*

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF **2**

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>research projects and studies in the physical education department and have long term retention value. They will be destroyed when no longer needed.</p> <p>Rule 4 is a new rule and covers the Education Research Data Base. The data is selected information from the computerized Cadet ^{Administrative} Management Information System and which has been determined to be of long term research interest. It will be maintained until no longer needed. See table 11-1 for information on the Cadet ^{Administrative} Management Information System.</p>		<p><i>Rule 4: Disposition Not Approved</i></p>

TABLE 20-2

RESEARCH AND EVALUATION

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
Item 1 1	Institutional Research Project Findings and Summaries	results of studies on class characteristics, selection and admissions, attrition, academics, athletics, leadership and military performance, awards, graduates, prep school and other related areas and documents accumulated in conducting the studies and/or projects including Personal Data Sheet	at Directorate of Institutional Research	destroy when no longer needed. (see note) Disposition Not Approved	T20-2, R1,2
Item 2 2	Cadet Listings	computerized listings of candidate, cadet, prep school, graduate information including class rosters, recruited athletes, minorities, prep school students, attrition rosters, GRE scores, orders of merit, summary of majors earned, honors lists and other related information	at Directorate of Institutional Research and in Cadet Exams and Records	destroy when no longer needed.	new
Item 3 3	Athletic Department Research Projects and Studies	results of research projects and studies, active research projects including background and source data, card decks, digitec forms, lab reports, data files, data forms, computer printouts, inactive weight control records, physical education records	at Athletic Research Branch/Analysis Division		new
Item 4 4	Educational Research Data Base	selected computerized information from the Cadet Management Information System (table 11-1, rule 17) such as grades, physical or class characteristics, honor lists, awards, and similar data having research value	used for institutional research	destroy when no longer needed. Disposition Not Approved	

NOTE: Microfilm upon completion of study/project, or one year after graduation.

[Amended by R. Wier per R. Dwyer, 5-2-84]

9303