

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO NCI-461-85-1	DATE RECEIVED 11-14-84
1 FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Directorate of Administration, HQ USAF		In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Records Mgt Branch			
4 NAME OF PERSON WITH WHOM TO CONFER Mr R. P. Dwyer	5 TELEPHONE EXT 694-3494	DATE 3-9-87	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>
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, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE 08 NOV 1984	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	D TITLE GRACE T. ROWE Records Mgt Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	RESEARCH AND EVALUATION (Table 20-2, USAFA Regulation 12-50) (Applicable for Air Force Academy Only)		
1	Rule 1. Institutional Research Project findings and summaries are proposed for permanent retention. Document description is revised to delete related supporting/ processing documents; these documents now proposed for disposition in Rule 1.1. These documents are filed by subject; volume on hand is 3 1/2 cubic feet (paper), two microfilm reels, and seven inches of microfiche; and volume of annual accumulation is 1/2 cubic foot.	NCI-461-82-14	
2	Rule 1.1. Added, as explained in Item 1. The Air Force Academy needs these documents for 5 years.		
3	Rule 4. Educational Research Data Base (ERDB) is proposed for permanent retention. Document description and location of documents are revised slightly. Document volume information is included in the Magnetic Tape Record Inventory previously submitted.		
4	Note. Added to show when Rules 1 and 4 permanent documents are offered to NARS.		
<i>COPIES: AIR FORCE, NNA, NNM, NNE, NCF. 3/16/87 Rum.</i>			3 items

TABLE 20-2

RESEARCH AND EVALUATION

RESEARCH AND EVALUATION				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	Institutional Research Project Findings and Summaries	*results of studies on class characteristics, selection and admissions, attrition, academics, athletics, leader- ship and military performance, awards, graduates, prep school and other related areas	at Directorate of Institutional Research	*retire as permanent (note).
1.1 *		documents accumulated in con- ducting the studies and/or projects including Personal Data Sheet		destroy after 5 years.
4	Educational Research Data Base	*selected computerized inform- ation from the Cadet Adminis- trative Management Informa- tion System, such as grades, physical or class character- istics, honor lists, awards, and similar data having research value	*at Directorate of Institutional Research	*retire as permanent (note).
	*NOTE: Offer to the National Archives in 5 year blocks when latest document is 25 years old.			