

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*10/16/76*

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

3. MINOR SUBDIVISION

DOCUMENTATION SYSTEMS DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL. EXT.

MRS. M.B. FOURAKER

767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

| LEAVE BLANK   |  |
|---|--|
| DATE RECEIVED<br><b>DEC 20 1976</b>   | JOB NO.<br><b>NC 1-AFCU-77-60</b>                        |
| 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 "with-drawn" in column 10. |  |
| <b>3-1-77</b><br>(Date)   | <i>James B. Rhoads</i><br>Archivist of the United States |

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**16 DEC 1976**

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
Documentation Systems Division  
Directorate of Administration

Date

(Signature of Agency Representative)

(Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM<br>(With Inclusive Dates or Retention Periods)   | 9. SAMPLE OR..<br>JOB NO. | 10. ACTION TAKEN |
|-------------|---|---------------------------|------------------|
|             | <p align="center"><b>TRAINING RECORDS</b><br/>(Applicable to the United States<br/>Air Force Academy)</p> <p>The documentation described on the attached pages is proposed to be disposed of as indicated thereon.</p> <p>This documentation is created and accumulated by various elements of the U.S. Air Force Academy and serves to document and control programmed activities of Air Force cadets.</p> <p>The attached recommended disposition criteria was submitted by the USAF Academy and is deemed adequate for Air Force requirements.</p> <p>The Football Program Covers proposed for permanent retention pertain to policy, procedural, organizational, and reportorial functions, specifically as publicity and public information material, and are therefore considered to have permanent archival value by the Department of the Air Force.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p> <p><i>2/24/77... Change per approval of Mrs. Fouraker.</i></p> |                           |                  |

*Sent to agency 3/3/77 TP*

TABLE

| R<br>U<br>L<br>E | A  | B  | C   | D   |
|------------------|--|--|---|---|
|                  | If documents are or pertain to                                       | Consisting of  | Which are   | Then  |
|                  | Cadet Records; Enrolled and Graduates recorded as recruited athletes | Case Files containing athletic questionnaire; copy of high school transcript game film review, admissions assistance correspondence. Maintained to furnish background recruiting information during a cadet's stay at the USAFA. | At Department of Athletics; Candidate Counseling Div. | Destroy 1 year after graduation.  |
|                  | Unsuccessful Candidate Records                                       | Case files containing athletic questionnaire, copy of high school transcript, admissions assistance correspondence. Maintained to monitor student-athletes for entrance to USAFA but who failed to obtain an appointment.        |   | Destroy 6 months after age 22.  |
|                  | Potential Cadet Athletes   | Case files containing athletic questionnaire, copy of high school transcript, game film review, admission assistance correspondence, used as a basis for predicting their success.   |   | Successful candidates are transferred to enrolled class files.<br><br>Unsuccessful candidates are filed and destroyed 6 months after age 22 |

TABLE

| R<br>U<br>L<br>E | If Documents are<br>or Pertain to                        | Consisting of   | Which are   | Then                             |
|------------------|--|---|---|----------------------------------|
|                  | Unsuccessful cadets departing USAFA for various reasons. | Case files containing athletic questionnaire, copy of high school transcript, game film review, admissions assistance correspondence. Maintained to furnish, upon request by the individual, recruiting information on departed cadet-athletes to other colleges or universities and to answer possible NCAA inquiries. Used to provide statistical data for Athletic Dept reports. | At Department of Athletics, Candidate Counseling Div. | Destroy 1 year after graduation. |

TABLE

| R<br>U<br>L<br>E | If Documents are<br>or Pertain to           | Consisting of  | Which are                                    | Then  |
|------------------|---|--|--|---|
|                  | Football Program<br>Covers                  | Original artwork and correspondence<br>to and from professional artists.<br>Created for and at the request of<br>the Athletic Business Office and<br>used as the basis for determining<br>the current year's football program<br>cover design. | Maintained by<br>Athletic Business<br>Office | <del>Retire as Permanent</del><br><i>"Retain at Air Force Academy,<br/>destroy when visiting officials<br/>determine that records are of no<br/>value. value to Academy."</i> |
|                  | Intercollegiate<br>Athletic Squad<br>Roster | Squad Roster used by Athletic<br>Business Office for excusing cadets<br>from class, processing orders and<br>maintaining records. Used by other<br>agencies to identify cadets<br>participating in intercollegiate<br>sports.                  | At Other<br>Agencies                         | ; Destroy 1 year<br>after graduation<br><br>Destroy upon<br>receipt of updated<br>roster  |

TABLE

| R<br>U<br>L<br>E | If Documents are<br>or Pertain to | Consisting of   | Which are                                | Then                      |
|------------------|-----------------------------------|---|--|---------------------------|
|                  | Cadet Awards                      | Case file containing correspondence pertaining to donor sponsorship. Used in continuous correspondence response to new award proposals and financial accounting for sponsorship continuation. | Maintained by<br>Cadet Awards<br>Section | Destroy after<br>50 years |
|                  |                                   |   | Maintained by<br>Selection Agency        | Destroy After<br>1 year   |