

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(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, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. Neil Vandergraaf Jr

5. TEL. EXT.
767-4495

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 7 JUL 1977 NC1 AFU 77 92	JOB NO.
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.	
<u>7-25-77</u> (Date)	<u>James B. Rhoads</u> 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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

30 JUN 1977

Date

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">TRAINING RECORDS</p> <p>(Applicable to the United States Air Force Academy)</p> <p>The documentation described on the attached page is to be disposed of as indicated thereon.</p> <p>These documents are created and accumulated by various elements of the United States Air Force Academy and serve to document and control programmed activities of Air Force Cadets and faculty members at the Academy.</p> <p>The attached recommended disposition criteria is to be listed in the United States Air Force Academy Regulation 12-50. The disposal criteria is considered adequate to meet Air Force needs.</p> <p>The entries are not currently listed in the regulation and are new additions.</p>	<p align="center">NC1- AFU-77- 5</p>	

115-106

Sent to agency and NNM - 7/24/77

TABLE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	Choir information (USAFA Form O-436)	forms used to identify musical abilities of cadets and aid in their selection for membership in the Cadet Choir	maintained by Director of Cadet Chapel Music	destroy 1 year after graduation.
	Academic probation notification (USAFA Form 68)	forms used to notify academically deficient cadets of action recommended by the Class Committees at the mid- semester and end-of-semester progress reports	maintained by Squadron Faculty Officer	destroy when superseded, obsolete or no longer needed for reference or on inactivation.
	Cadet religious information (USAFA Form O-129)	forms used to record the name, service number, class, religious affiliation, family data, religious back- ground, religious interest	maintained by the office of the Cadet Chaplain	destroy 1 year after graduation.
	High Value Property Inventory (AFCW Form 49)	forms used to record personal property stored by Cadets during the absence of the Cadet Wing from the Academy	maintained by Squadron Logistics Officer	destroy 2 months after termination of the storage period.
	Para-Sail Equipment Record (USAFA Form O-404b)	form to record conditions of equipment upon inspection	maintained in Airmanship Division	destroy 3 months after inactivation of equipment.

TABLE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
	Honor Code	material and correspondence pertaining to the Honor Code of the Air Force Academy Cadet Wing	maintained by Honor and Ethics Office	destroy after 1 year.
	Ethics Code	statistical material and correspondence pertaining to the Cadet Professional Ethics Committee of the Cadet Wing of the Air Force Academy		
	Training	material used for training of basic cadets and continuing through four years of academics		destroy after 2 years.