

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-461-82-12
DATE RECEIVED	June 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
9-23-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 2 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 1	F. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) PRECANDIDATE/CANDIDATE RECORDS (Table 53-1, USAFA Regulation 12-50) (Applicable to the Air Force Academy) Table 53-1 has been realigned. Former tables and rules included in this table are provided in column E. After appointment, documents in rule 1 are included in the Master Cadet Personnel Record. If not appointed (rule 2), the documentation may be destroyed after one year. However, rather than destroy, certain documents in rule 2 such as described in note 1 are returned to the applicant after 1 year. Rule 3 disposition is the same as former table 53-2 rule 18 and 28, i.e., destroy after admissions cycle. Rule 4 is changed to destroy after 1 year. Experience has proven, this retention period satisfies the administrative requirement of the documentation. Rule 5 retention has been changed from destroy after 1 year to destroy when no longer needed. This documentation has historical reference value. It is maintained in the Admission Office for 4 years then is forwarded to the Directorate of Institutional Research for inclusion in their historical reference collection.	10. ACTION TAKEN SAMPLE OR JOB NO NN-170-32 NN-170-33 <i>6 items</i>

115-107

*No mass data change sheet required.
Closed out: 9-27-82: cm
Copy to Agency*

Request for Records Disposition Authority – Continuation

JOB NO

PAGE OF 2

2

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Rule 6 retention remains the same as when in table 53-2, rule 14.		

TABLE 53-1

PRECANDIDATE/CANDIDATE RECORDS

R U L E	A	B	C	D	E
	If documents are or pertain to	Consisting of	Which are	Then	Former Table and Rule
1	Candidate Folder	correspondence and forms pertaining to each individual seeking appointment to the USAF Academy, such as: Change of Address, For Action Memo, Additional Source Letter, Report of Candidate Status, Missing Data and Documents, USAFA Physical Aptitude Examination Score, Nomination/Application for USAFA, USAFA Selection Test, Personnel Data Record, Candidate Activity Record, Withdrawal Card Liaison Officer Nominee Evaluation, Precandidate Questionnaire, high school/college/prep transcript acceptance/declination forms, etc.	appointed	forward to Cadet Exams and Records to be included in Master Cadet Personnel Record.	T35-2, R6,7 T53-2, R1,2,5,6, 8,9,12,13,14,16,17, 19,20,21,22,23,24
2			not appointed	destroy after 1 year. (see note 1)	
3	Admissions Administration	administrative records such as Precandidate Cards, Reports of Testing, Precandidate Questionnaires on persons who did not become candidates		destroy after admissions cycle.	T53-2, R18,19,28
4	Candidate for USAF Academy	nominee cards and nomination forms for contacting prospective candidates		destroy after 1 year.	T53-2, R3,4
5	Report of Candidate Status (Congressional)	forms provided members of Congress on final status of their nominations		destroy when no longer needed. (see note 2)	T53-2, R10
6	Liaison Officer Nominee Evaluation	form for helping cadets who appear to have problems	at Cadet Counseling Center	destroy 1 year after graduation.	T53-2, R14

NOTE 1: If not appointed, return birth certificates, adoption papers, or other legal documents to individual after 1 year.

NOTE 2: Forward to Directorate of Institutional Research after 4 years. (See T20-2, R1.)