

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	DATE RECEIVED
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Info Mgmt and Administration, SAF/AAD		In accordance with the provisions of 44 U.S.C. 3305: 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Information Management Policy Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 695-1667	DATE 2/14/87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

6. DATE NOV 18 1987	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Ina T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Section Directorate of Info Mgmt and Admin
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	ATHLETIC TRAINING (USAFAR 12-50, Table 50-2) (Applicable for Air Force Academy Only) Rule 2. Disposition of physical education performance/ counseling records on deficient cadets is changed to destroy 1 year after graduation vice destroy upon graduation or when cadet would have graduated. Reason is that these records are used by cadets gaining organizations upon graduation in the event that cadets become deficient once again, and also this disposition is clearly defined. Description is changed to give examples of the type records included on deficient cadets.	NC1-461-82-16	
2	Rule 16. Disposition of squadron athletic advisor's records is changed to destroy on cadet's graduation vice destroy after 1 year or when no longer needed whichever is sooner. Reason is that these records are needed until cadet has graduated; and if the cadet gets set back a year the records sometimes are in the files for 5 years. Column A description is changed due to formal name change. Location of records is also changed.	NC1-461-82-16	

2 Items

TABLE 50-2
ATHLETIC TRAINING

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
2	physical education performance/counselling	*records on deficient cadets, i.e. low PE grades, remedial swimmers, weight control program records, athletic probation records, athletic review committee records	at Physical Education Office	*destroy 1 year after graduation.
16	*squadron athletic advisor's records	correspondence and related records	Squadron Athletic Advisor's Office	*destroy on cadet's graduation.