

PG 342
10/11/73

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 15 1973	JOB NO. NN-173-181
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.	
<i>James E. O'Neil</i> Date <i>3-27-73</i> Acting Archivist of the United States	

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 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 Mr. C. J. Phillips	5. TEL. EXT. 11 x29209
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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 — 1 — page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

18 MAR 1973

Herbert G. Geiger

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>TRAINING RECORDS (Applicable to the United States Air Force Academy)</p> <p>The records described on the attached sheet are to be disposed of as indicated thereon.</p> <p>These records are created and accumulated by various elements of the U. S. Air Force Academy and serve to document and control programmed activities of Air Force cadets and prep school students during their career at the USAF Academy.</p> <p>The attached recommended disposition criteria was submitted by the USAF Academy and is deemed adequate to meet Air Force needs.</p>	<p style="text-align: center;">NN 170-32</p>	

U.S. AIR FORCE ACADEMY DOCUMENTATION

<u>FORM NO.</u>	<u>TITLE</u>	<u>APPROVED DISPOSITION (NN 170-32)</u>	<u>PROPOSED DISPOSITION</u>
AFCW			
.10	Report of Offense	Destroy after six months	Destroy 30 days after final action
19A	Sign In/Out Register	Destroy after one year	Destroy 90 days after end of academic year
USAFA			
0-36E	Reasons for Seeking Admission	Destroy after one year	Appointees: Destroy one year after graduation Not Appointed: Destroy after one year
0-161	Outgoing Clearance	Retain as permanent	Destroy one year after graduation
0-218	Sick Call Sign In/Out	Destroy at end of academic year	Destroy after one week
0-304	Sick Slip	Destroy at end of academic year	Destroy after one month
0-326 0-485	Counseling Record	Destroy 6 years after graduation	Retain as permanent
0-418	Instructor's Comments	Destroy after 5 years	Destroy after one year
0-517	AF Navigator's Log Worksheet	Destroy upon graduation	Destroy 30 days after end of semester
0-642	Daily Room Inspection	Destroy at end of academic year	Destroy upon completed action
0-734	Navigation Worksheet	Destroy at end of academic year	Destroy 90 days after monthly cutoff, or when purpose has been served, whichever is sooner
0-790	Dining Hall Menu	None	Destroy after one year