

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>DO NOT WRITE IN THESE SPACES (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-AFU-00-18</i>	DATE RECEIVED <i>7.5.00</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE <i>10/19/00</i> ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>	

**6. AGENCY CERTIFICATION**  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>27 Jun 00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl D. Gumaer</i>	TITLE CHERYLE D. GUMAER Air Force Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1.</i>  <i>2.</i>	<p>PROGRAM ADMINISTRATION - Electronic copies created on electronic mail and electronic input records (word processing, form filler software) will be deleted after recordkeeping copy has been produced and when no longer needed for reference, updating, revision, or dissemination.</p> <p>Air Force proposes changes to Table 36-38</p> <p>Change Table 36-38, Rule 3.04, Column D, to read "Destroy 30 years after information is entered into the Air Force Training Management System (AFTMS), and deletion of "(FY 82 and after)" Column B.</p> <p>The Student Training Report provides a comprehensive history of students' performances in operations training. The record contains students' personal information data and course information. Training reports are essential records for tracking and analyzing student progress, course content, completing verification, and maintaining accreditation of the Community College of the Air Force (CCAF) degree programs according to the Southern Association of Colleges and Schools (SACS). Contain a complete assessment of non-prior service and international students' performance in operations training. In addition to graduates/non-graduates requesting these records, government, academic institutions, and private sector agencies also request records to acquire training verification data. The increase from 2 to 30 years is consistent with the AETC Form 325 as already prescribed in AFMAN 37-139, Table 36-38, Rule 3.</p> <p>See attached table format describing the retention of these records.</p> <p>This series is maintained under the Privacy Act System of Records F036 AF PC Q.</p> <p style="text-align: right;"><i>Mon W, NR</i></p>	<p>N1-AFU-90-3</p> <p><i>AF/genuine</i> <i>7-12-00</i></p>	

TABLE 36-38

## INDIVIDUAL ACADEMIC RECORDS

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
1	training progress	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	at AU and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3
2			at School of Health Care Sciences, USAF (before FY 82)	
3		AETC Forms 156, 304, 379, and 565 (before FY 82)	at AETC technical training centers/field training detachments	
3.01		Attendance and Rating Record (AETC Form 379) (all duplicates and originals only of partial courses/training sessions)		destroy after 1 year AUTH: N1-AFU-90-3
3.02		records of individual training and education of each student	at USAF Special Investigations School	destroy 25 years after course is completed. AUTH: N1-AFU-90-3
3.03		AETC Forms 379 (originals of completed courses) (FY 82 and after)	at AETC (3785 Fld Tng Grp and Mobil Tng Grps)	destroy 30 years after individual completes or discontinues a training course. AUTH: N1-AFU-90-3
3.04		Student Record of Training (AETC Form 156) (FY 82 and after)	at AETC technical training centers	destroy 2 years after information is entered into Pipeline Management System (PMS). AUTH: N1-AFU-90-3
3.05		rule 3.4 information in PMS		retain pending approval of disposition authority. AUTH: N1-AFU-90-3
4		copies of individual training records		destroy on graduation or elimination of the student from training. AUTH: N1-AFU-90-3
4.01		microform copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completion	at Extension Course Institute (ECI)	retain at ECI for 30 years after course is completed, then destroy. AUTH: N1-AFU-90-3

See individual training records