REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NAR) WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION
   HQ COMMUNICATIONS & INFORMATION CENTER

3. MINOR SUBDIVISION
   CORPORATE INFORMATION DIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
   GENE B. SULLIVAN

5. TELEPHONE
   (703) 588-6192

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 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
   6/10/00

   SIGNATURE OF AGENCY REPRESENTATIVE
   CHERYLE D. GUMAER
   Air Force Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

   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.

   Air Force proposes changes to Table 36-37

   Currently Table 36-37, Rule 12, provides for collateral training folder to be
   destroyed 3 months after/class completion provided required information is
   posted to the individual training record, or whenever no longer needed, whichever is sooner. This table and rule was appropriate in the past but is no
   longer adequate. Training groups now must answer Graduate Assessment
   Surveys (GAS) per AFI 36-2201, AETCI 36-2201 and Korea Supplement 1 to
   AETCI 36-2201. These surveys are normally received in the training group
   from the field supervisor 3-5 months after the trainee graduates. If collateral
   training folders are destroyed at the 90 days point or sooner, there is not
   adequate information to respond to the GAS or answer field supervisor questions
   and concerns.

   See attached table format describing the retention of these records.

   This series is maintained under the Privacy Act System of Records F036 AF
   PC Q

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JOB NUMBER
71-AFU-01-1

DATE RECEIVED
10-6-00

NOTIFICATION TO AGENCY

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.

DATE
2/15/07

ARCHIVIST OF THE UNITED STATES

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>If the records are or pertain to</td>
<td>consisting of which are then</td>
<td><strong>12</strong> Collateral training</td>
<td>Sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for overseas movement.</td>
<td>Below HQ USAF and provided information is posted to the individual training records.</td>
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<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td>Destroy 6 months after class/course completion.</td>
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