

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-AFU-01-1
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		DATE RECEIVED	10-6-00
2. MAJOR SUBDIVISION HQ COMMUNICATIONS & INFORMATION CENTER		<b>NOTIFICATION TO AGENCY</b>	
3. MINOR SUBDIVISION CORPORATE INFORMATION DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER GENE B. SULLIVAN	5. TELEPHONE (703) 588-6192	DATE	for ARCHIVIST OF THE UNITED STATES
		2/15/07	<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 \_\_\_\_\_ 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 Oct 00	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 GRS OR SUPERSEDED JOB CITATION	10.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)
2	<p>PROGRAM ADMINISTRATION</p> <p>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 36-37</p> <p>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 Keesler 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.</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><i>Agency NWML</i></p>	N1-AFU-90-3	

TABLE 36-37

## PROGRAM ADMINISTRATION

	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. *12	Collateral training	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.	Below HQ USAF and provided information is posted to the individual training records.	Destroy 6 months after class/course completion.