

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		DO NOT WRITE IN THESE SPACES (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-AF2-03-23</i>	DATE RECEIVED <i>9-23-2003</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION INSTALLATION AND LOGISTICS			
3. MINOR SUBDIVISION COMMUNICATIONS AND OPERATIONS			
4. NAME OF PERSON WITH WHOM TO CONFER OLTHEA S. CROOM	5. TELEPHONE (703) 588-6194	DATE <i>11-22-04</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>11 Sep 03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Olthea S. Croom</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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>1/2</i>	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.		
<i>2/1</i>	INDIVIDUAL ACADEMIC RECORDS (TABLE 36-38) The purpose of this submission is to revise Table 36-38. The specific changes are discussed below. Recommended changes are needed to include the proper retention and disposition instructions for the testing program that is critical and an integral part of the Air Force Institute Advance Distributed Learning (AFIADL) educational service program. Table 36-38 does not contain a specific rule that properly schedules the disposition of the program testing material (i.e., student sheets, answer diskettes, test booklets and CD-ROM course examinations).m		
	<i>cc agency, NR NWML</i>		

TABLE 36-38

INDIVIDUAL ACADEMIC RECORDS

	A	B	C	D
R U L E	If the records are or pertain to	Consisting of	which are	Then
49.01	Test Material	Materials relating to Career Development Course (CDC) for On-the-Job-Training (OJT), Professional Military Education (PME), and similar training or education, including control test materials, booklets, CD-ROMs, answer sheets, and answer diskettes, in accordance with Air Force Institute for Advanced Distributed Learning (AFIADL) catalog administration instructions.	At Test Control Offices	Destroy when test material is superseded or obsolete. SEE NOTE:

Note:

Refer to the Air Force Institute for Advanced Distributed Learning (AFIADL) catalog for administrative instructions.

SEE Revision

TABLE 36-38		INDIVIDUAL ACADEMIC RECORDS		
RULE	If the records are or pertain to	consisting of	which are	then
49.01	Test Material	control test materials, booklet, CD-ROM, answer sheet, answer diskettes, IAW AFIADL catalog administration instructions	at Test Control Offices	destroy upon expiration/completion of enrollment or when test material is obsolete or superseded

*6: which is later
see Risk Profile*

7 Sept 04

Note: Emma Hochgesang-Noffinger, USAF Records Officer, verbally approved the revised version of this item in telephone conversation w. M. Haynes, NWML.