

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO. NI-AFU-89-24

TO: **GENERAL SERVICES ADMINISTRATION**  
**NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED 6/26/89

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
Directorate of Info Mgmt and Administration, SAF/AAD

In accordance with the provisions of 44 U.S.C. 3305, the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION  
Information Management Policy Branch

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE 3/4/90

ARCHIVIST OF THE UNITED STATES

Mr. R. P. Dwyer

694-3494



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 2 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, if required under the provisions of Title B of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

8. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE GRACE T. ROWE

21 JUN 1989

*Grace T Rowe*

Chief, Records Mgmt Policy Section  
Directorate of Info Mgmt and Admin

7. ITEM NO

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

1 APPLICATIONS FOR EDUCATIONAL PROGRAMS  
(Table 53-2)  
(Applicable Air Force-wide)

Rule.6. Added, to dispose of applications for intelligence education programs 2 years after selection board action, or when no longer needed, whichever is later. Reason is that the Air Force Intelligence Agency assigns a monitor for each participant in intelligence training programs; who needs these records to monitor the trainee's progress, prepare effectiveness reports and performance appraisals, and ensures the trainee completes the training. Also, some of these intelligence education programs last two years or longer. If the applicant is non-selected for training, we still want to keep the applicant's records for same period of time since there is a good chance the applicant will qualify for the same training later or some other intelligence course.

*Copies sent to agency  
MMT, 777-F 3/8/90*

TABLE 53-2

APPLICATIONS FOR EDUCATIONAL PROGRAMS

R U L E	A	B	C	D
6 *	<p>If records are</p> <p>applications for intelligence education programs</p>	<p>consisting of</p> <p>records reflecting eligibility, suitability, status of application, selection, non-selection, board results, career briefs, actions taken by selecting activity, and related records</p>	<p>which are</p> <p>at HQ USAF/INFP, MAJCOM functional managers, and supervisors</p>	<p>then</p> <p>destroy 2 years after selection board action, or when no longer needed, whichever is later.</p>

**TABLE 51-1. CONTINUED**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
11	completed answer sheets and answer cards	pilot's written instrument examination, and pilot's, navigator's, and aircraft observer's written proficiency examinations	at administering agency	destroy after successfully completed written and flight examinations scores have been entered in aircrew qualification record, and record certified.
12	training progress	ATC Forms 240 (flying training)		destroy 10 years after individual completes or discontinues a training course.

53. **Schools.** These tables cover records pertaining to applications and nominations for professional education of AF personnel through advanced training.

**TABLE 53-1. USAF ACADEMY (USAFA) RECORDS—RESERVED.**

**TABLE 53-2**

**APPLICATIONS FOR EDUCATIONAL PROGRAMS**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	applications for officer training school (OTS), airmen education and commissioning program (AECF), flying training	records reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, nonselection, interview board results, acceptance, declination or disqualification, and related records reflecting actions taken by examining and selecting activity	for qualified applicants who enter training	destroy after 1 year.
2			for applicants who failed to complete processing	destroy after 6 months.
3			examination answer sheets	destroy after 1 year.
4			routine control cards, AFIT Form 0-22, records reflecting declination or elimination from school or OTS	destroy after 3 years.
5	report of physical aptitude exam (PAE) testing	forms used by examining center to transmit results of the PAE for USAFA applicants	at examining centers	destroy after admissions cycle (1 July).

**TABLE 53-3**

**COMMUNITY COLLEGE OF THE AIR FORCE RECORDS**

R U L E	A	B	C	D
	If the records are or pertain to	consisting of	which are	then
1	description of courses	course charts, plans of instruction, and similar records of courses conducted by AF and other military service schools		destroy 4 years after course has been inactivated or superseded.
2	student enrollment in CCAF associate degree programs	copies of examination reports and training certificates		destroy after data has been entered on degree program progress report.
3		registration application forms, official transcripts, and correspondence	for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve	destroy 4 months after student retires or separates.