

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. <i>N1-AFU-91-43</i>	DATE RECEIVED <i>8-591</i>
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management		In accordance with the provisions of 44 U.S.C. 3303, 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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 Policy Division, SAF/AAIA			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 703-614-3494	DATE <i>11/18/91</i>	ARCHIVIST OF THE UNITED STATES 

**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.

B. DATE 29 JUL 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7. ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	FLYING TRAINING (Table 51-1) (Applicable Air Force-wide)  Rule 11. Changed the disposition of completed answer sheets to "destroy after exam scores are entered in aircrew qualification record and certified;" same disposition as current but deleting unnecessary words. We also changed the descriptions to delete excess words and accommodate added Rule 11.1.		
2	Rule 11.1. Added, to destroy written exams when superseded, obsolete, or no longer needed, whichever is sooner;" as the exams are used continuously as necessary. Rule 11 currently covers the written exams.		

*Copies sent to agency. 11/20/91*

TABLE 51-1

## FLYING TRAINING

R U L E	A	B	C	D
11	*qualifi- cation answer sheets and written exams	*completed answer sheets to qualification/instru- ment exams	*at Standardi- zation/ Evaluation Office	*destroy after exam scores are entered in aircrew qualification record and certified.
11 .1 *		open/closed book exams, instrument exams		destroy when superseded, obsolete, or no longer needed, whichever is sooner.