### REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See instructions on reverse)

#### FROM (Agency or establishment)
DEPARTMENT OF THE AIR FORCE

#### MAJOR SUBDIVISION
DIRECTORATE OF INFORMATION MANAGEMENT

#### MINOR SUBDIVISION
RECORDS MANAGEMENT POLICY BRANCH

#### NAME OF PERSON WITH WHOM TO CONFER
PIERRE J. JOST

#### TELEPHONE
(703) 614-3527

#### DATE RECEIVED
12-2-91

#### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

#### SIGNATURE OF AGENCY REPRESENTATIVE
GRACE T. ROWE
Chief, Records Mgt Policy Branch
Directorate of Information Mgt

#### JOB CITATION
NO. 09

#### NSN
7840-00-004-0084

#### PREVIOUS EDITION NOT USABLE

### 1. ITEM NO.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF ITEM AND PROPOSED DISPOSITION</th>
<th>SUPERSEDED JOB CITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>RESERVE FORCES TRAINING (TABLE 45-2, RULE 15) (APPLICABLE AIR FORCE-WIDE)</td>
<td></td>
</tr>
</tbody>
</table>

The Air Training Command (ATC) wants to add a new rule to cover the disposition of the applications for Air Force Junior Reserve Officer Training Corps (AFJROTC) instructor positions maintained at HQ AFROTC. While AFJROTC instructors are retired military personnel and are required to meet uniform and weight standards, they are employed and paid by the civilian school districts and are civilian employees. HQ AFROTC does not keep any financial information on the instructors. The information used to hire instructors (application, photograph, interview records, etc.) does not impact the Master Personnel Record or retiree and has no legal or financial value to the individual or the Government. ATC recommends that records to hire AFJROTC instructors be destroyed 30 days after withdrawal or termination of eligibility.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>*15</td>
<td>If the records are or pertain to</td>
<td>consisting of applications for AF Junior ROTC instructor duty</td>
<td>which are at HQ AFROTC</td>
<td>then destroy 30 days after withdrawal or termination of eligibility.</td>
</tr>
</tbody>
</table>