

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

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
 WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION  
 Directorate of Information Management

3. MINOR SUBDIVISION  
 Policy Division, SAF/AAIA

4. NAME OF PERSON WITH WHOM TO CONFER  
 Mr. R. P. Dwyer

5. TELEPHONE  
 703-614-3494

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-AFU-92-28

DATE RECEIVED  
 5/27/92

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE 6/17/92 ARCHIVIST OF THE UNITED STATES  
*James W. Moore*

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: 20 MAY 1992

SIGNATURE OF AGENCY REPRESENTATIVE: *Grace T. Rowe*

TITLE: GRACE T. ROWE  
 Chief, Records Mgmt Policy Branch  
 Directorate of Information Mgmt

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN (NARA USE ONLY) |
|-------------|--|-----------------------------------|----------------------------------|
| 1           | FLYING TRAINING RECORDS (Table 51-1)<br>(Applicable Air Force-wide)  |                                   |                                  |
| 1           | Rule 1.1. Changed the description of flying training records by limiting the records for disposition only to undergraduate navigator (UNT), bombardier (NBT), and electronic warfare officer (EWOT) training; deleting undergraduate pilot training (UPT) records. Disposition remains the same.   | NI-AFU-90-3                       |                                  |
| 2           | Rule 1.2. Added, to destroy UPT records for pilots reporting directly upon graduation to a new flying assignment; or reporting to a "banked" flying assignment. A "banked" assignment requires the new flying training graduate to perform non-flying duties for up to 3 years, then return for requalification training (3 months), and then receive follow-on weapons system training (3-6 months). The 4 year disposition is needed to accomodate the above time frames; and remainder of disposition is similar to Rule 1.1. |                                   |                                  |
| 3           | Rule 1.3 (Formerly Rule 1.2). Changed the description of flying training logs and charts slightly  | NI-AFU-90-3                       |                                  |

*Copy sent to agency, 7/27/92*

TABLE 51-1

## FLYING TRAINING RECORDS

| R<br>U<br>L<br>E | A  | B  | C  | D  |
|------------------|--|--|--|--|
|                  | If records are                                 | consisting of  | which are  | then   |
| 1<br>.1          | tactics, techniques, and doctrines instruction | individual student and aircrew records, including various type aircraft on which a student is checked, statements of flying experience, recognition testing forms, cockpit (blind-fold) check lists, sequence records, transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires | *ATC undergraduate navigator (UNT), bombardier (NBT), and electronic warfare officer (EWOT) training records | destroy 1 year after completion of training, provided data are posted on individual training and flight records.   |
| 1<br>.2<br>*     |  |  | ATC undergraduate pilot training (UPT) records of pilots with direct flying or "banked" flying assignments   | destroy after 4 years; or 1 year after completion of flying training or requalification training, provided data are posted on individual training and flight records; whichever is sooner. |
| 1<br>.3          |  | *logs and charts for UPT, UNT, NBT and EWOT records  |  | destroy after completion of training.  |