

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

**DEPARTMENT OF THE AIR FORCE**

2. MAJOR SUBDIVISION

**HQ COMMUNICATIONS & INFORMATION CENTER**

3. MINOR SUBDIVISION

**CORPORATE INFORMATION DIVISION**

4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE

**DENISE MALLOY**

**703-695-7612**

LEAVE BLANK (NARA use only)

JOB NUMBER

*NI-AFU-98-1*

DATE RECEIVED

*11-12-97*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

*12-14-98*

ARCHIVIST OF THE UNITED STATES

*J. W. Carl*

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

*31 Oct 97*

SIGNATURE OF AGENCY REPRESENTATIVE

*Cheryle D. Gumaer*

TITLE

**CHERYLE D. GUMAER**

**Air Force Records Manager**

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1 COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

**Air Force proposes changes to Table 36-48**

Change current disposition (Col D), Table 36-48, Rule 1 to read, "destroy when superseded, obsolete, or no longer needed."

Historically, these types of records have demonstrated no value to justify further retention for four (4) years at CCAF. Semester hour values are determined using Course Charts/POIs as a guide; superseded documents cannot be applied.

Add Rule 8: Once two years have passed without a program appearing in a CCAF catalog, the support material is deemed outdated and as having no further value. This rules ensures procedures are established to preserve needed documentation not covered elsewhere while allowing destruction of shorter term holdings as soon as authorized.

See attached table format showing how we want to describe the retention of these records

JAN - 5 1999

*copy to: Agency, NWMW, NRC*

**TABLE 36-48**

**COMMUNITY COLLEGE OF THE AIR FORCE RECORDS**

	A	B	C	D
<b>R U L E</b>	<b>If the records are or pertain to</b>	<b>consisting of</b>	<b>which are</b>	<b>then</b>
<i>Item 1</i> 1 <i>Revised</i>	description of courses	course charts, plans of instructions, and similar records of courses conducted by AF and other military service schools		destroy when superseded, obsolete, or no longer needed. AUTH: NI-AFU-90-3
<b>2-7 NO CHANGES</b>				
<i>Item 2</i> 8 <i>New</i>	Associated in Applied Science Degree Program Development	program, program philosophies, program rational, program objectives, specialty training standards, program recapitulation sheets, list of preferred electives, matrix of program objectives-preferred electives, and other support documentation	academic program department	destroy 2 years after program becomes inactive. AUTH: