

# 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  
**GENE B. SULLIVAN**

5. TELEPHONE  
**703-588-6192**

LEAVE BLANK (NARA use only)

JOB NUMBER  
**NI-AFW-99-3**

DATE RECEIVED  
**11-20-98**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

**6-16-99** *John 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 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, 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 <b>9 Nov 98</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Cheryl D. Gumaer</i>	TITLE <b>CHERYLE D. GUMAER Air Force Records Manager</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p><b>PROGRAM ADMINISTRATION</b></p> <p><b>Air Force proposes changes to Table 36-37</b></p> <p>Currently Table 36-37, Rule 9, addresses training instructor records. However, the description of the types of records covered is not adequate and disposition guidance needs changing, incorporate record information, Master Instructor Qualification. This form is maintained for varying periods of time based on the length of time needed by the instructor to complete master instructor requirements. It should not be destroyed until the instructor has completed master instructor requirements and is not needed after that.</p> <p>See attached table format showing how we want to describe the retention of these records</p>		

JUL - 6 1999  
*MSV*

*Copy to: Agency, NR*

<b>TABLE 36-37</b>				
<b>PROGRAM ADMINISTRATION</b>				
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
9	Training instructors	forms used to record data on individual instructor qualifications, training and proficiency requirements	Below HQ USAF	Destroy after PCS or Separations  AUTH: 01-AFU-90-3
1. 9.01		forms used to document Survival, Evasion, Resistance, and Escape (SERE) instructor training.		Destroy when SERE instructor has completed master instructor requirements
2. 9.02		electronic input records (form filler software)		Delete when record copy is printed and filed