

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

6-16-99

ARCHIVIST OF THE UNITED STATES

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

9 Nov 98

SIGNATURE OF AGENCY REPRESENTATIVE

Cheryl 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 GRS OR SUPERSEDED JOB CITATION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 PROGRAM ADMINISTRATION

Air Force proposes changes to Table 36-37

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.

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

JUL -6 1999
copy to Agency, NR

TABLE 36-37**PROGRAM ADMINISTRATION**

| | A | B | C | D |
|----------------------------|----------------------------------|--|----------------------|--|
| R U L E | 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: NI-AFU-90-3 |
| 9.01 | | forms used to document Survival, Evasion, Resistance, and Escape (SERE) instructor training. | | Destroy when SERE instructor has completed master instructor requirements |
| 9.02 | | electronic input records (form filler software) | | Delete when record copy is printed and filed |

1.

2.