

# 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

HO COMMUNICATIONS & INFORMATION CENTER

3. MINOR SUBDIVISION

CORPORATE INFORMATION DIVISION

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

GENE B. SULLIVAN

703-588-6192

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-AFU-99-6

DATE RECEIVED

1-7-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

5 Jan 99

*Cheryl D. Gumaer*

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 GRS OR SUPERSEDED JOB CITATION	10.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	<p><b>PROGRAM ADMINISTRATION</b></p> <p><b>Air Force proposes changes to Table 36-37</b></p> <p>Table 36-37, Rule 10. We are requesting Rule 10 be changed to reflect actual disposition verses the reference to prescribing directives. The completed Instructor Evaluation Checklists are used to evaluate instructors while assigned to teach formal training courses at operations training units and are used by supervisors for the duration of the instructor's assignment.</p> <p>Rule 10.01 is added to facilitate electronic records. The printed version is the official record copy. Electronic versions are generated only to produce printed record.</p> <p>See attached table format showing how we want to describe the retention of these records</p>		

TABLE 36-37

## PROGRAM ADMINISTRATION

	A	B	C	D
<b>R U L E</b>	If the records are or pertain to	consisting of	which are	then
<b>*10</b>	Training instructors	Instructor evaluation records	Below HQ USAF	Destroy after reassignment, PCS or Separation AUTH:
<b>*10.01</b>		Electronic input records (word processing, form filler software)		Delete when record copy is printed and filed AUTH:

1.

2.