REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS  
(See Instructions on Reverse)  

TO: GENERAL SERVICES ADMINISTRATION, 
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408  

1 FROM (AGENCY OR ESTABLISHMENT)  
DEPARTMENT OF THE AIR FORCE, HQ USAF  

2 MAJOR SUBDIVISION  
Directorate of Administration  

3 MINOR SUBDIVISION  
Documentation Systems Division  

4 NAME OF PERSON WITH WHOM TO CONFER  
Mr. K.J. Bilek  

5 TEL EXT  
11/29209  

6 CERTIFICATE OF AGENCY REPRESENTATIVE  

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.  

1/0 JAN '74  

Herbert G. Geiger  
Chief  
Documentation Systems Division  
Directorate of Administration  

(Date)  
(Signature of Agency Representative)  
(Title)  

7 ITEM NO  

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)  

PROGRAM ADMINISTRATION RECORDS (50-1)  
(Applicable Air Force Wide)  

1 See attached table 50-1, rule 8.1 which provides disposition for Inter-American Air Forces Academy (IAAFA) documentation upon inactivation of the IAAFA. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.  

9 SAMPLE OR JOB NO  

10 ACTION TAKEN  

LEAVE BLANK  

DATE RECEIVED  

NC 174 - 127  

NOTIFICATION TO AGENCY  
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or withdrawn in column 10.
50. **Training.** These tables cover documentation relating to general policies and procedures governing basic and advanced military training; technical training; special training of military personnel required to support weapons systems or other equipment; mobile training; professional education of AF personnel through senior service schools; MAP training.

<table>
<thead>
<tr>
<th>TABLE 50-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROGRAM ADMINISTRATION RECORDS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>school quotas</td>
<td>records concerning allotment of school quotas and fulfillment thereof</td>
<td></td>
<td>destroy 1 year after end of year in which quota is filled</td>
</tr>
<tr>
<td>2</td>
<td>airman training waiver</td>
<td>requests for exceptions to authorized airman training and utilization procedures in connection with on-the-job, cross training, and training of unskilled airmen in the semi-skilled levels</td>
<td>all copies except rule 3</td>
<td>destroy after 1 year</td>
</tr>
<tr>
<td>3</td>
<td>foreign trainees</td>
<td>requests for training, training projects, acceptance or non-acceptance, messages, invitations, travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29</td>
<td>at HQ USAF</td>
<td>destroy 4 years after completion of project.</td>
</tr>
<tr>
<td>4</td>
<td>foreign trainees</td>
<td>requests for training, training projects, acceptance or non-acceptance, messages, invitations, travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29</td>
<td>below HQ USAF</td>
<td>destroy 2 years after completion of project.</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 1</td>
<td>individual student training and achievement record</td>
<td>used by IAAFA to provide information to each student's home country</td>
<td></td>
<td>destroy upon inactivation of IAAFA</td>
</tr>
<tr>
<td>8 1</td>
<td>individual student training and achievement record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>