

out of the unprocessed...

**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 **5 TEL EXT**
Mr. K.J. Bilek 11/29209

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <i>1/11/74</i> NC	JOB NO 174-127
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10	
Date <u>2-7-74</u>	<i>James P. O'Neill</i> Archivist of the United States

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

19 JAN 1974

Herbert G. Geiger

**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)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	PROGRAM ADMINISTRATION RECORDS (50-1) (Applicable Air Force Wide) 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.	DLT 50-1 Rule 8.1	

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 50-1

PROGRAM ADMINISTRATION RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	school quotas	records concerning allotment of school quotas and fulfillment thereof		destroy 1 year after end of year in which quota is filled
2	airman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semi-skilled levels	all copies except rule 8	destroy after 1 year.
3			in field personnel records	see table 35-1
4	foreign trainees	requests for training, training projects, acceptance or non-acceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29	at HQ USAF	destroy 4 years after completion of project.
5			below HQ USAF	destroy 2 years after completion of project.
6			originals	see AFM 50-29.
7			encountered in noncurrent records of training activities	destroy.
8			medical and dental records	see table 168-4,
8 1 ★		individual student training and achievement record	used by IAAFA to provide information to each student's home country	destroy upon inactivation of IAAFA

66-01

Use Face Credit

Authenticated

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(Date)

(Signature of Agency Representative)

(Title)

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1	<p style="text-align: center;">PROGRAM ADMINISTRATION RECORDS (50-1) (Applicable Air Force Wide)</p> <p>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.</p>	DLT 50-1 Rule 8.1	

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.

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3			in field personnel records	see table 35-1.
4	foreign trainees	requests for training, training projects, acceptance or non-acceptance messages, invitation travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29	at HQ USAF	destroy 4 years after completion of project.
5			below HQ USAF	destroy 2 years after completion of project.
6			originals	see AFM 50-29.
7			encountered in noncurrent records of training activities	destroy.
8			medical and dental records	see table 168-4.
81 ★		individual student training and achievement record	used by IAAFA to provide information to each student's home country	destroy upon inactivation of IAAFA

66-01

Proposed table

INSTRUCTIONS

... should be provided of the types of records, textural records, etc.

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.

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PROGRAM ADMINISTRATION RECORDS

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1	school quotas	records concerning allotment of school quotas and fulfillment thereof		destroy 1 year after end of year in which quota is filled.	
2	airman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semi-skilled levels	all copies except rule 3	destroy after 1 year.	
3			in field personnel records	see table 35-1.	
4	foreign trainees	requests for training, training projects, acceptance or non-acceptance messages, invitational travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29	at HQ USAF	destroy 4 years after completion of project.	
5			below HQ USAF	destroy 2 years after completion of project.	
6			training records for students	originals	see AFM 50-29.
7				encountered in noncurrent records of training activities	destroy.
8				medical and dental records	see table 168-4,
9	training instructors	ATC forms used to record data on individual instructors preservice and inservice training requirements, type of	at ATC activities	destroy immediately after reassignment or separation from ATC.	

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Former table