

12 items

Use Form 115

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED FEB 13 1974	JOINT NO. NC 174-143
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date 3-11-74	<i>James B. Brady</i> Archivist of the United States

**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

8 FEB 1974

Herbert G. Geiger
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration**
(Title)

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1	<p style="text-align: center;">AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS (50-3) (Applicable to Air University)</p> <p>See attached table 50-3 which has been revised as follows: rules 1 thru 4 and 6 revised, rule 5, 7 thru 12 added. The revisions listed are necessary to update records retention periods for the many short courses offered by the AFIT. It also brings the retention period for short course accreditation records in line with civilian school retention periods. Addition of the rule covering Community College of the Air Force records will enable the various Registrar activities to more effectively evaluate short course accreditation prior to submission to AF Community College for permanent credit. The five year retention period for all short course accreditation materials assures proper evaluation of course when inquiry for accreditation is received.</p>	<p>NN 170-33 DLT 50-3</p>	

TABLE 50-3 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
8 ★	airman (AECF) applications	individual case files of requests for evaluation, educational credit transcripts, certificates of completion of correspondence or group study courses, applications, correspondence, medical reports, and other related documents pertaining to eligibility for and admission to AFIT program	maintained in Directorate of Admissions, AFIT until selected	files of selected airmen forwarded Civilian Institutions Directorate for school placement. File returned after school completion and airman completion and airman commissioned (see rule 2).
9 ★			maintained in Directorate of Admissions until non-selection	returned to airman's base education services officer.
10 ★	OETR roster	roster of educational background of officers	at AFIT, Directorate of Admissions	destroy when superseded, revised, or obsolete.
11 ★	catalogs	old and new civilian college and university catalogs		destroy when no longer needed.
12 ★	Community College of the Air Force records	transcripts, grades, course evaluations and course completion records pertaining to accepted transfer courses as outlined by the Community College of the Air Force (including AFIT short course records)	maintained in individual AFIT school registrar's section	destroy 5 years after completion of course.