

REQUEST. AUTHORITY
TO DISPO. RECORDS

(See Instructions on Reverse)

2 items Air Force Comd.

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. R. J. Norman 11-29239

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE MAY 7 1974 NC	JOB NO 174-224
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-12-74 Date	<i>James B. Rhoads</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

6-12-74
(Date)

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	RESERVE FORCES TRAINING RECORDS (45-2) (Applicable at HQ US AIR FORCE, HQ AIR UNIVERSITY, AND HQ AF RESERVE OFFICERS TRAINING CORPS (AFROTC)) The attached changes to AFM 12-50, table 45-2, for documentation on the establishment of senior and junior Reserve Officers Training Corps (ROTC) de- tachments are recommended for the following reasons: 1 Rule 1, table 45-2, proposes to authorize disposal of subject documentation at HQ US Air Force and HQ Air University, 2 years after inactivation of an ROTC detachment instead of retaining permanently. Files at those activities are mostly duplicate of those maintained at HQ ROTC. Because of ROTC's relationship with the schools and their position in the entire program they accumulate documents that are not part of the HQ US Air Force or HQ Air University records and therefore should be retained in order to have a more complete record of the AFROTC program. Files at the higher levels are used mostly for administrative control and monitor- ing the ROTC program and will have served the needs of the Air Force 2 years after a detachment is inactivated.	NN-170-33 (45-2/1)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2	<p>Rule 2, table 45-2, proposes to provide for the permanent retention of files accumulated by the HQ ROTC. As explained above, files at the ROTC are more complete than those at the higher levels; and because of the position of Air University in the ROTC program these records should be retained to justify the establishment of units and to document agreements between the Air Force and educational institutions. Also, because of the political and public controversy of ROTC programs during times of international conflict (such as the Korean and Vietnam Conflicts) when detachments are discontinued at various colleges and universities, and often re-activated in times of tranquility, retention of the documentation is necessary for deriving guidelines and criterion for establishment of ROTC detachments and to control agreements, and for establishing a historical perspective of the AFROTC program.</p>	NN-170-33 (45-2/2)	

10 December 1971

AFM 12-50 (C7)

TABLE 45-2

RESERVE FORCES TRAINING RECORDS (see note)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	establishment of senior and junior AFROTC	applications, contractual agreements between the AF and educational institutions which give specific instructions for administering the AFROTC program and outline both AF and institution responsibilities for safekeeping US property, and related papers	* at HQ USAF/DPP and HQ Air University	* retire as permanent records on inactivation of the AFROTC detachment, and accomplishment of satisfactory audit and inventory.
2			at AFROTC	* destroy 2 years after inactivation of the AFROTC detachment.
3			at AFROTC detachment	destroy on inactivation of detachment.
4	Armed Forces of the US report of transfer or discharge			see table 35-1.
5	active duty report			
6	inactive duty training	* authorization for inactive duty training, authorization for individual inactive duty training (for nonpay status only, for pay status authorization see table 177-25)	originals	destroy after 5 years.
7			duplicates	destroy after training has been posted to individual Reservist's USAF Reserve personnel record for retention, promotion, and retirement.
8	extension course institute (ECI) training	certificate of completion issued on completion of a volume of a course	originals	give to individual Reservists.
9			duplicates	* retain in individual Reservist's field record group until 6 months after date individual Reservist receives his certificate of completion, then destroy.

← destroy 2 years after inactivation of AFROTC detachment.

← retain at AFROTC 10 years after inactivation of detachment, then retire as permanent.

10-97