

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC-AFU-75-011**

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

### Description:

Superseded by N1-AFU-92-013.

Date Reported: 9/9/2024

NC-AFU-75-011

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

*1 item*  
TO GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

*AFU*

LEAVE BLANK	
DATE RECEIVED NOV 6 1974	JOB NO <b>NC - AFU - 75 - 11</b>
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	
11-12-74 (Date) <i>acting</i>	<i>James E. O'Heill</i> Archivist of the United States

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. C. C. Ratcliffe

5. TEL EXT

11-29239

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

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

5 NOV 1974

*Herbert G. Geiger*  
(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
	<p>RESERVE FORCES TRAINING RECORDS (45-2) (Applicable at HQ AF RESERVE OFFICERS TRAINING CORPS (AFROTC and AFROTC DETACHMENTS))</p> <p>The attached proposed addition to AFM 12-50, table 45-2 is to provide disposal standards for Cadet Evaluations (AFROTC Form 77) maintained at HQ AFROTC and AFROTC detachments. Present disposition authority for subject documents is table 10-1, rule 10. AFROTC Form 77 is used to substantiate student's performance at Field Training, verify eligibility for entry into a professional officer course and to evaluate performance for AFROTC scholarship consideration. Most students complete AFROTC within three years after completion of Field Training. The remainder, with unusual enrollment patterns, unique degree programs, and degree progression problems necessitate retention of documents for four years after completion of Field Training. This disposition is considered adequate for Air Force needs.</p> <p>(Submission of this request to GAO is not contemplated nor considered necessary.)</p>	(AFROTC) (FORM 77 attached)	

*Copy to Agency 11/15/74*

**TABLE 45-2 (Continued)**

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10		certificate of completion issued on completion of a course	originals	give to individual Reservists.
11			duplicates	retain in individual Reservist's field record group until it is outdated, then destroy.
12	reports of flying time <sup>1</sup>		authenticated	retain until closing of individual Reservist's USAF Reserve personnel record for retention, promotion, and retirement.
13 ★	cadet evaluation	student performance reports	used to evaluate cadet performance at field training and retained in AFROTC	destroy 4 years after completion of field training.

Note: Documents used within the ANG are disposed of according to guidance provided by the respective State or the NGB-AF.