

**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 NC - AFU - 75 - 11
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

5 NOV 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
	<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		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.