REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

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

1. FROM (AGENCY OR ESTABLISHMENT)
DEPARTMENT OF THE AIR FORCE

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

DEC 1974

(Date)

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

TRAINING MATERIALS (50-4)
(Applicable Air Force-wide)

1

See attached table 50-4, rule 4.1 which has been added to provide disposition instructions for career development course material in support of the Extension Course Institute program. Rule 5 will be revised to reflect only job proficiency guides (JPGs) disposition. These guides are not necessarily directly related to the ECI course, and caused there separation from the rule governing CDCs. The recommended retention period will adequately serve all administrative and legal requirements of the Air Force.

9. SAMPLE OR JOB NO

10. ACTION TAKEN

DLT

50-4

Rule 4.1
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 *</td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
</tr>
<tr>
<td></td>
<td>record sets of extension course materials produced in support of the extension course program for the Extension Course Institute (ECI), including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material</td>
<td>created and accumulated by Air Training Command and MAJCOMs</td>
<td>destroy 18 months after ECI course deactivation date</td>
<td></td>
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<tr>
<td>5 *</td>
<td>Job proficiency guides (JPGs)</td>
<td>record sets of JPGs</td>
<td>created and accumulated by MAJCOMs</td>
<td>*destroy when revised, obsolete, or on discontinuance of the related course.</td>
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</table>