REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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 pages are not now needed for the business of this agency or will not be needed after the retention periods specified.

Date
2-3 JAN 75

Herbert G. Geiger
Herbert G. Geiger
Director of Administration

7. ITEM NO
8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)

   PROGRAM ADMINISTRATION RECORDS (50-1)
   (Applicable to Air University only)

   See attached table 50-1, rule 21 which describes certain permanent documents concerning Air Force education programs. They contain historical documentation created since the beginning of AU, and are of a continuing source of information for educational programs in the conduct of current business. Documents must remain at the Air University for responding to the Air Staff Board, Office Secretary of Defense and matters concerning Congressional interest. The retention of this documentation at AU will best serve the interest of the Air Force.

   DLT
   50-1
   Rule 21

115-106

Copy to Agency 2/25/75
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td>21</td>
<td>If documents are or pertain to</td>
<td>consisting of</td>
<td>which are</td>
<td>then</td>
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<tr>
<td></td>
<td>educational source documents</td>
<td>studies, reports on education requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material</td>
<td>at Air University</td>
<td>retain until inactivation of AU or when no longer needed for reference purpose, then retire as permanent.</td>
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