

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Hituma

AFU

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
756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE

| LEAVE BLANK | |
|---|--|
| DATE RECEIVED MAY 15 1975 | JOB NO NC-AFU-75-62 |
| NOTIFICATION TO AGENCY | |
| In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10 | |
| 6-16-75 (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

12 MAY 1975

Herbert G. Geiger

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

Date

(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 |
|------------|--|--|------------------|
| 1 | INDIVIDUAL ACADEMIC RECORDS (50-2) (Applicable Air University Only) See attached table 50-2, rules 4.2 thru 4.5 which provides disposition instructions for academic documentation created and maintained at the Air Command and Staff College and Air War College Air University, Maxwell AFB, Alabama. The 3825th Academic Services Group/RR (Registrar) is the official repository of graduate records. The retention periods will adequately serve all legal and administrative requirements of the Air Force. | DLT 50-2 Rules 4.2 thru 4.5 | |

Copy to Agency 6/23/75 CD

RECOMMENDED DISPOSITION INSTRUCTIONS:

TABLE 50-2

| R U L E | A | B | C | D |
|------------------|--------------------------------|---|--|---|
| | If documents are or pertain to | Consisting of | Which are | Then |
| 4.2 | Training progress | records of nonresident students including writing assignments, course completion letters, program completion letters, correspondence from student, etc. | at Air Com- mand and Staff College, AU | destroy file upon graduation or five years after initial program enrollment, whichever occurs first. If student does not complete the initial course within two years after program enrollment, destroy file at end of two years. |
| 4.3 | | | at Air War College, AU | destroy files three months after graduation or nine months after cancellation. |
| 4.4 | magnetic tapes | nonresident Air Command and Staff College student personal data and student progress. | at AU Data Automation Center | destroy five years after initial program enrollment. |
| 4.5 | | nonresident Air War College student personal data and student progress. | | destroy 10 years after initial program enrollment. |