

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 items

AFU

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

LEAVE BLANK	
DATE RECEIVED MAY 27 1975	JOB NO NC - AFU - 75 - 65
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	
6-16-75 (Date)	<i>James B. Rhoads</i> Archivist of the United States

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

5. TEL EXT

Mr. Karl J. Bilek

756-2384

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

15 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
	<p>TRAINING MATERIALS (50-4) (Applicable Air University Only)</p> <p>See attached table 50-4, rules 4.2 thru 4.4 which provides disposition instructions for extension course materials created and maintained by the Extension Course Institute, Air University, Maxwell AFB, AL. The curriculum changes, historical data cards for extension courses and career development courses, and course status reports required by the Institute for 20 years. The retention period will adequately serve all legal and administrative requirements of the Air Force.</p>	DLT 50-4 Rules 4.2 thru 4.4	

Copy to Agency 6/23/75 ad

TABLE 50-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.2 ★		curriculum changes and related documents	used to activate, suspend, or deactivate entire courses or individual course volumes, to announce temporary suspension to courses or individual course volumes, and to issue special instructions concerning any significant change or changes in the ECI curriculum when a course is deactivated	retain 20 years in ECI, then destroy.
4.3 ★		<u>historical data</u> , course status, volume status, examination status, volume review exercise data cards for extension courses and career development courses	used to furnish a complete record of every course, supplement, CRE, CE, and VRE processed by ECI	
4.4 ★		course status reports	used to show the status of active and programmed courses in the curriculum	
<p><i>historical data refers to history of past extension course pl 6/11/75</i></p>				