

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Pitman

AFU

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

LEAVE BLANK	
DATE RECEIVED SEP 23 1975	JOB NO. NC - AFU - 76 - 6
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.	
10-30-75 (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
Mr. K. J. Bilek

5. TEL. EXT.
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.

17 SEP 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	COMMUNITY COLLEGE OF THE AIR FORCE RECORDS (53-3) (Applicable to the CCAF only) See attached table 53-3, rule 1 which describes CCAF course documentation. The CCAF is a regionally accredited educational institution operated by the Air Training Command for the benefit of all airmen. Course documentation is an essential element in the development of CCAF programs which are the fundamental basis on which the CCAF is accredited. These documents must be available for review by members of the Commission on Occupational Education Instructions and the Southern Association of Colleges and Schools as well as visiting educators and members of professional agencies. The retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 53-3 Rule 1	1

Copy to Agency 11-7-75 OW

TABLE 50-4

TRAINING MATERIALS

R U L E	A	B	C	D	Supersedes AFM 181-5, 1 Dec 66, paragraph
	If documents are or pertain to	consisting of	which are	then	
1	curriculum materials used in formal training courses	<i>record sets</i> of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines	for current courses	destroy when superseded or revised.	230107d(5)(a)
2			for discontinued courses	retire current directives as permanent.	
3		<i>record sets</i> of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts for live presentations, etc); test materials, miscellaneous handouts (wiring diagrams, tables, data, etc) and comparable data	for current or discontinued courses	destroy when revised, obsolete, or on discontinuance of the related course.	230107d(5)(b)
4	extension course materials	<i>record sets</i> of extension course directives and Resident School Text, with all related background material	created and accumulated by Air University		230107d(1)
★5	on-the-job training material	<i>record sets</i> of career development courses (CDCs), and job proficiency guides (JPGs)	created and accumulated by Air Training Command (CDCs), and MAJCOMs (JPGs)		230107d(3)

10-105

TABLE 53-3

COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1 ★	course documentation	course charts, plans of instruction (POIs), and other documents supporting entries in the CCAF Course Conversion Table (CCT)	used in the development of CCAF pro- grams and are the fundamental basis which the CCAF is accredited	destroy 4 years after course has been inactivated or superseded and there are no registrants in a relevant CCAF program