

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

LEAVE BLANK	
DATE RECEIVED OCT 5 1976	JOB NO.
NCI-AFU- 77-6	
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.	
JAN 31 1977 (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.

29 SEP 1976

Date

Herbert G. Geiger
(Signature of Agency Representative)

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

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">INDIVIDUAL ACADEMIC RECORDS (50-2) (Applicable Air Force-Wide)</p> <p>See attached table 50-2, rule 3. The retention period has been increased 20 years to support requests for school transcripts. For these transcripts to have validity and acceptance in the civilian educational community, accreditation standards must be met and maintained. The USAF School of Applied Aerospace Sciences, the Community College of the Air Force have been accredited by the Southern Association of Colleges and Schools. Documents showing student progress must be maintained for valid transcripts. The 30 year retention period appears to be sufficient length of time to meet the intent of the accreditation standards. These instructions will adequately serve all administrative requirements of the Air Force.</p>	DLT 50-2 R3	

1/27/77. Change with approval of K. Bilek.

TABLE 50-2

INDIVIDUAL ACADEMIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	training progress	records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study, required to be maintained by AF schools by current directives, and recording of such data on service and qualification records of individual	at An University and USAF School of Aerospace Medicine	destroy 30 years after individual completes or discontinues a training course
2			★ at School of Health Care Sciences, USAF	hold 2 years after individual completes or discontinues a training course; then retire to WNRC where they will be destroyed after 28 additional years.
3			★ within AIC organizations, consisting of AIC Forms 156, 304, 379, and 565 (technical training)	★
3.1			at USAF Special Investigations School	hold for 25 years after course is completed, destroy.
4			copies of individual training record	destroy on graduation or elimination of the student from training.
4.1			microfilm and microfiche copies of ECI student transcript records used to issue student transcripts, diplomas, and certificate of completions	at Extension Course Institute
3.2			at FTDA	Destroy after 2 years

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