

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED OCT 19 1976	JOB NO. NC 1-AFU-77-18
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.	
10-22-76 (Date)	<i>James B. Rhoads</i> Archivist of the United States

Items
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:

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.

9 OCT 1976

Herbert E. Geiger

**HERBERT E. 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	<p>APPLICATIONS FOR EDUCATIONAL PROGRAMS (53-2) (Applicable Air Force-Wide)</p> <p>See attached table 53-2, rule 4 which identifies routine control cards, AFIT Form 0-22, individual files of applicants eliminated from schools and officer training school (OTS) and establishes disposition instructions. These documents are required for 3 years to provide data for responding to request for information from individuals, Congressmen, the USAF Military Personnel Center, Air University, and requests for information submitted under the Privacy Act of 1974. These instructions will adequately serve all administrative requirements of the Air Force.</p>	DLT 53-2 R4	

Copy to Agency 10-27-76 CR

TABLE 53-2

APPLICATIONS FOR EDUCATIONAL PROGRAMS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which	then
1	applications for officer training school (OTS), airman education and commissioning program, flying training	documents reflecting eligibility, suitability, physical and mental qualifications, status of application, selection, non-selection, interview board results, acceptance, declination, or disqualification, and related records reflecting actions taken by examining and selecting activity	* cover qualified applicants who enter training	destroy after 1 year.
2			cover applicants who failed to complete processing	destroy after 6 months.
3			examination answer sheets	destroy after 1 year.
4 ★		routine control cards, AFIT form 0-22, documents reflecting declination or elimination from school or OTS	cover applicants and individuals eliminated from school or OTS	destroy after 3 years.