

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

3 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.

767-5321

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 31 JAN 1977	JOB NO.
NC 1 AFU 77 74	
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.	
3-14-77 (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.

13 JAN 1977

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	<p align="center">COMMUNITY COLLEGE OF THE AIR FORCE RECORDS (53-3) (Applicable to the CCAF only)</p> <p>See attached table 53-3, rules 4, 5 and 6 which provide disposition instructions for accreditation of AF Technical Training Schools' courses and memoranda of understanding with universities or colleges. Accreditation of AF schools is desired to gain national recognition for military training, thereby aiding AF recruiting efforts. Memoranda of Understanding between AF schools and civilian universities also serve as professional recognition of AF training and provide in most cases college credit for training completed. An extensive data-filled self-study must be prepared prior to inspection by an accreditation team. After accreditation is awarded, annual reports are required to cover any changes in school curriculum, organization and staff. The recommended retention will adequately serve all legal and administrative requirements of the Air Force.</p>		

Sent to agency 3/15/77 JP

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 programs 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
2	career education certificate (CEC)/ instructor in technology certificate (ITC) registrant folders	college level examination program scores, United States Armed Forces Institute scores college transcripts, retrieval of information on personnel, correspondence to student/education services officers (ESO), AF Form 1033, CCAF Transcript, ATC HQ O-Form 311, AF Form 1256, ATC Form 156, and other documents pertaining to course attendance	working copies for active registrants	destroy 1 year after individual retires, separates, or CEC/ITC is awarded. (Returnable documents may be forwarded to student or his ESO upon request.) If, after 3 years from initial registration and no record entry has been made, then place student folder in withdrawn status.
3			working copies for withdrawn registrants	destroy 1 year after placed in withdrawn status, unless student updates record then return to active registrant file.
4 ★	accreditation of Air Force Technical Training Schools' courses	written acknowledgement or certificate of accreditation, guide lines, self-studies, periodic reports, and related papers to subject of accreditation	verification of the fulfillment of standards set by national accrediting organizations filed by the OPR within each affected AF activity	destroy after expiration or renewal and approval of accreditation rating for course.
5 ★			filed by departments on a given course	
6 ★	memoranda of understanding with universities or colleges	formally signed agreements between Air Force schools and civilian training institutions and other military agencies	a basis for mutual benefits outlined therein for college credit on particular Air Force courses	destroy when superseded or agreement is terminated