REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

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.
   767-4496

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

24 MAR 1978

7. ITEM NO.

8. DESCRIPTION OF ITEM
   (With Inclusive Dates or Retention Periods)
   INDIVIDUAL ACADEMIC RECORDS (50-2)
   (Applicable Air Force-Wide)

   1 See attached table 50-2, rule 49 which provides disposition instructions for Extension Course Institute (ECI) testing and USAF job inventory program. The recommended retention period will adequately serve all Air Force requirements.

9. SAMPLE OR JOB NO.
   NC1-AFU-77-6

10. ACTION TAKEN
    NC1-AFU-77-6

Herbert G. Geiger, Chief
Documentation Systems Division
Directorate of Administration

Archivist of the United States
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td></td>
<td>on-the-job training record continuation sheet</td>
<td>used to document interruptions to training and miscellaneous comments.</td>
<td>give to individual upon termination of ATC duties.</td>
</tr>
<tr>
<td>45</td>
<td></td>
<td>air traffic controller evaluation record</td>
<td>maintained in the officer’s training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable</td>
<td>give to individual when: the facility rating is no longer valid; the next semiannual evaluation is performed; a position certification is no longer valid or a facility rating is issued; or individual is no longer in training for a facility rating. (Exception: A special evaluation resulting in revocation of a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.)</td>
</tr>
<tr>
<td>46</td>
<td>[RESERVED]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td></td>
<td>special task certification and recurring training record</td>
<td></td>
<td>retain in training folder for 1 year following the year in which created, then give to individual.</td>
</tr>
<tr>
<td>48</td>
<td></td>
<td>ATC/weather certification and rating record</td>
<td></td>
<td>give to individual upon permanent termination of ATC duties.</td>
</tr>
<tr>
<td>49</td>
<td></td>
<td>end of course (ECI) testing, USAF job inventory program</td>
<td>documents recording the completion and disposition of ECI tests and job inventories</td>
<td>destroy after 6 months.</td>
</tr>
<tr>
<td>50</td>
<td>[RESERVED]</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Note. This documentation may be retained in the office of record for 3 years after cut off.