

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 11/22/78

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

LEAVE BLANK

JOB NO
NC1-AFM-79 12

DATE RECEIVED
24 NOV 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

12-5-78
Date **ACTING** *James E. O'Neill*
Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)

DEPARTMENT OF THE AIR FORCE

2. MAJOR SUBDIVISION

1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION

Information Management and Resources 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

16 NOV 1978

D. SIGNATURE OF AGENCY REPRESENTATIVE

Herbert G. Geiger

E. TITLE

**HERBERT G. GEIGER, Chief
Information Mgt and Resource Div**

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>ARMAMENT TRAINING RECORDS (136-1) (Applicable Air Force-wide)</p> <p>See attached table 136-1, rules 5, 5.1, 5.2, 5.3, 5.4, and 6, which updates and provides specific disposition instructions for each series of firing notice records. The retention period for marksmanship badge documents in rule 5.4 is considered the minimum length of time records should be maintained, since it is the period an individual can remain on active duty (normally). These retention periods will adequately serve all Air Force requirements.</p>		

3 items

sent to Agencies Only

MG 12-7-78

TABLE 136-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	firing notice records	★ small arms marksmanship training record	★ maintained in the range office to provide record of ammunition expenditure, range utilization and weapon use	★ destroy after 2 years.
5.1 ★		correspondence, requests, notices, or similar data used to reflect the time, area and type of firing	used to schedule personnel for small arms training	destroy after 1 year.
5.2 ★		local procedures establishing safety measures, storage, issue and maintenance of equipment	at OPRs at any level which result in the issuance of a publication	they become background material to the publication and are handled according to Table 5-1.
5.3 ★		small arms marksmanship training data	maintained by individual's unit to provide record of training	see Table 50-2, R6.
5.4 ★	distinguished pistol/rifleman badges	individual record of awards (pistol) and (rifle) 5 x 8 cards documenting credit points earned	maintained at HQ ATC	destroy after 30 years.
6	★ [RESERVED]			