REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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
   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 ___ 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, Chief
Information Mgt and Resource Div

E. TITLE

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARMAMENT TRAINING RECORDS (136-1) (Applicable Air Force-wide)</td>
</tr>
</tbody>
</table>

   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.
<table>
<thead>
<tr>
<th>RULE</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td><em>firing notice records</em></td>
<td><em>small arms marksmanship training record</em></td>
<td>maintained in the range office to provide record of ammunition expenditure, range utilization and weapon use</td>
<td><em>destroy after 2 years.</em></td>
</tr>
<tr>
<td>5.2</td>
<td><em>correspondence, requests, notices, or similar data used to reflect the time, area and type of firing</em></td>
<td><em>used to schedule personnel for small arms training</em></td>
<td>destroy after 1 year.</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td><em>local procedures establishing safety measures, storage, issue and maintenance of equipment</em></td>
<td><em>at OPRs at any level which result in the issuance of a publication</em></td>
<td>they become background material to the publication and are handled according to Table 5-1.</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td><em>small arms marksmanship training data</em></td>
<td><em>maintained by individual's unit to provide record of training</em></td>
<td>see Table 50-2, R6.</td>
<td></td>
</tr>
<tr>
<td>6.1</td>
<td><em>distinguished pistol/rifleman badges</em></td>
<td><em>individual record of awards (pistol) and (rifle) 5 x 8 cards documenting credit points earned</em></td>
<td>maintained at HQ ATC</td>
<td><em>destroy after 30 years.</em></td>
</tr>
<tr>
<td>6</td>
<td><em>[RESERVED]</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>