

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-AFU-80-16
DATE RECEIVED	3-20-80
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	3-25-80 <i>Jane E. O'Neil</i> Acting Archivist of the United States

**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	5 TEL EXT
Mrs. Grace T. Rowe	694-3527

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
17 MAR 1980	<i>Herbert G. Geiger</i>	HERBERT G. GEIGER, Chief Information Mgmt and Resources Division

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">PROGRAM ADMINISTRATION RECORDS (Table 50-1, Applicable Air Force-wide)</p> <p>The purpose of this submission is to change the retention period for rule 7 from destroy to destroy after 20 years or when no longer needed, whichever is sooner. These records contain the only historical records of USAF training received by foreign students prior to 1974 when training records were automated. Many of these students have or will become leaders of their countries. Since the fall of Vietnam, we have answered several thousand requests from Vietnamese and Cambodian refugees for verification of previous training to assist them in securing employment in the US and other countries. They are also used to verify previous training for some students who return for additional training.</p> <p>We believe the 20 years retention period for these records is realistic. Many of the students are young (18 years old) when they take basic technical training. They come back later for more advanced training. They could easily be in the program for 20 years. We keep the training records for US students for 30 years.</p>	NN-170-33	

*Come to Agency
Closed - 3-27-80 JE*

1 item

TABLE 50-1 Program Administration Records

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	foreign trainees	training records for students	encountered in noncurrent records of training activities	*destroy after 20 years or when no longer needed, whichever is sooner