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
   Directorate of Administration, HQ USAF
3. MINOR SUBDIVISION
   Information Management & Resources Division
4. NAME OF PERSON WITH WHOM TO CONFER
   Mr. R. P. Dwyer
5. TEL EXT
   694-3494

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
   30 APR 1981

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)
   INDIVIDUAL ACADEMIC RECORDS (Table 50-2)
   (Applicable Air Force-wide)

I
   Air Force proposes to change Table 50-2, Rule 6.1, Unit Training Program documentation, by deleting examples of individual training in Column B, Column C as it is unnecessary, and exceptions in Column D. Column D is then revised to give flexibility to destruction of the documents, but remains clear when they should be destroyed.

9. SAMPLE OR JOB NO.

10. ACTION TAKEN

   1 item

Closed Out: 5-22-81: K-TJ

Copy to Agency
### Table 50-2

<table>
<thead>
<tr>
<th>Rule</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>If documents are consisting of which are then&lt;br&gt;or pertain to</td>
<td>*individual training accomplishments in subjects unique to the organization and required by MAJCOM/SOA directives</td>
<td>*destroy 6 months after completion of training, when superseded, or when individual no longer performs these duties, as appropriate (see note).</td>
<td></td>
</tr>
</tbody>
</table>

**Note**: Retirement to a Federal records center is not authorized.

[Amended by R. Wize per R. Dwyer, 5/11/81]