

*Wallace*

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
<b>NCI-AFU-82-20</b>	
DATE RECEIVED	
<b>JANUARY 21, 1982</b>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
1-26-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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  
**Documentation Management**

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
13 JAN 1982	<i>[Signature]</i>	MARK H. COON, Maj, USAF Documentation Management Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	INDIVIDUAL ACADEMIC RECORDS (Table 50-2) (Applicable Air Force-wide)		
	Air Force proposes changes to Table 50-2.		
1	Rule 4.2. Disposition is changed to destroy file "2 years after initial program enrollment" rather than 5 years, as the student has two years to finish the course after which time student loses all acquired credit. Second sentence of current disposition is deleted since, due to change of above disposition, it is unnecessary.	NC-AFU-75-62	
2	Rule 4.3. Disposition is changed to destroy files "6 months after cancellation", rather than 9 months. Six months is ample time for a student to reenroll, if desired. Also, Air War College cancellation card, which contains all previously completed student requirements, is kept for 10 years before being destroyed.	NC-AFU-75-62	

*No Mass Data Change Required.  
Closed Out: 2-5-82: KTD  
Copy to Agency's UNM*

*[Signature]*

TABLE 50-2

## INDIVIDUAL ACADEMIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.2	training progress	records of nonresident students including writing assignments, course completion letters, program completion letters, correspondence from student, etc	at Air Command and Staff College, ATC	*destroy file upon graduation or 2 years after initial program enrollment, whichever occurs first.
4.3			at Air War College, AU	*destroy files 3 months after graduation or 6 months after cancellation.