

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	
NCI-AFU-82-20	
DATE RECEIVED	
JANUARY 21, 1982	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	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 NNM*

[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.

H Unchanged
H.1 unchanged

Only 44 given on DAU - No charge.
No records in FRE
4.2 & 4.3

2 January 1979

4.2		records of nonresident students including writing assignments, course completion letters, program completion letters, correspondence from student, etc	at Air Command and Staff College, AU	destroy file upon graduation or 5 years after initial program enrollment, whichever occurs first. If student does not complete the initial course within 2 years after program enrollment, destroy file at end of 2 years.
4.3			at Air War College, AU	destroy files 3 months after graduation or 9 months after cancellation.
4.4	magnetic tapes	nonresident Air Command and Staff College student personal data and student progress	at AU Data Automation Center	destroy 5 years after initial program enrollment.
4.5		nonresident Air War College student personal data and student progress		destroy 10 years after initial program enrollment.
5			records other than in rules 1 through 4.5	destroy 10 years after individual completes or discontinues a training course.
6	unit training program	general military training records	used to record each individual's participation in the unit training program	upon discharge, separation, or reassignment of the individual, return to servicing CBPO for disposition per AFR 35-44.
6.1		records of individual training accomplishments in subjects unique to type ^{SOA} organization and required by MAJCOM directives; for example, ICBM missile crew operational recurring training, operational staff officer training, facility manager, two officer policy training, Space Defense Operations personnel qualifications and history record of initial qualification, upgrade action, annual requalification	maintained by the unit training activity	* destroy 6 months after completion of training, (Exception: Give space systems operations training documentation to the individual when reassigned, discharged or retired). When superseded, or when individual no longer performs these duties, as appropriate (see note).

10-102.1/102.2

UCI-AFU-
81-46,
Item 1;
RAAW,
5/21/81

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

AFM 12-50(C17)