

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

*Waller*

*NYML*

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**

LEAVE BLANK
JOB NO. <b>NCI-AF4-82-24</b>
DATE RECEIVED <b>January 18, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.
<b>4-23-82</b> Date <i>RH Waller</i> Archivist of the United States

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 <b>11 JAN 1982</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE <b>MARK H. COON, Maj, USAF Documentation Management Directorate of Administration</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<b>PROGRAM ADMINISTRATION RECORDS (Table 50-1) (Applicable Air Force-wide)</b>		
	Air Force proposes addition of two rules and a note covering student critiques to Table 50-1. All critiques are maintained by the applicable base Technical Training Evaluation (TTE) Branch. If critiques prove that corrective action is required within base support facilities, TTE prepares separate documentation to initiate the corrective action.		
1	Rule 23 will cover those critiques prepared by students attending courses contracted by Air Training Command (ATC) through civilian industrial activities. These critiques are used as a tool in identifying needed corrective action at contract renewal time. As such, disposition is considered reasonable and appropriate.		
2	Rule 24 will cover those critiques prepared by students attending courses conducted by Air Force employees on Air Force bases. With certain exceptions, per note 4, there is no need to keep these critiques much longer after all action has been completed.		
3	Note 4 covers exceptions to disposition of Rule 24 documents.		

*2 items*

115-107 *No mass data change sheet required. Copy sent to NAIM by RAW, 4/27/82. Placed Out: 4-29-82: K.P.D. Copy to Agency*

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
23 *	student critiques	individual, group, and oral (summarized) critiques	for type 1 courses	destroy with related contract.
24 *		reflecting students' comments on training, base support facilities and services, and school squadron support for consideration in corrective or improvement actions	for type 2, 3, 4 & 5 courses (except type 5, phase II, medical training courses)	destroy 60 days after all action has been completed (note 4).
	<p>Note:*4. Retain student critiques serving as input/background data to training evaluations until completion of related report/special study or until no longer needed, whichever is sooner, then destroy.</p>			