

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO

NCI-AFU-82-35

DATE RECEIVED

March 16, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-19-82 *Edward Uelder*
Date *Atty* 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
Directorate of Administration, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER
Mrs. Grace T. Rowe

5. TEL. EXT.
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

10 MAR 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO.

1

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

MILITARY PERSONNEL TESTING RECORDS (Table 35-6)
(Applicable Air Force-wide)

The purpose of this submission is to add rule 7.2 and to change column D to rule 10. Rule 7.2 adds a rule for change of Test Control Officers (TCO) and unannounced (semiannual) disinterested officer inventories of TCO accounts. These inventories may be destroyed after completion of the next regular quarterly inventory.

Column D, rule 10 is amended to read "destroy after recording tests results on Personal Interview Record (ATC Form 1319)." The Personal Interview Record has a block for recording screening test information. Once recorded the test may be destroyed. The ATC form is a control record and as such is disposed of per table 11-1, rule 4. As a rule the ATC form is retained for 1 year.

9. SAMPLE OR JOB NO.

NCI-AFU-79-8

10. ACTION TAKEN

3 Items

[No mass data change sheet required. Copy of job sent to NN M by BAW, 5/24/82]

*Closed Out. 5-24-82: K.T.D.
Copy to Agency*

TABLE 35-6 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
7	quarterly inventories of test materials (note 3)	accountability listings or forms	at test control offices	retain current and immediately preceding inventories; destroy all others (note 2).
7.1 *	controlled item (test material) accountability record			destroy after 2 years.
7.2 *	change of Test Control Officer (TCO) and unannounced disinterested officer inventories of TCO accounts			destroy after completion of the next quarterly inventory
10	record of test administration	Enlistment Screening Test (EST)	at AF recruiting stations	*destroy after recording tests results on Personal Interview Record (ATC Form 1319).

