

**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  
**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-AFU-82-39</b>	
DATE RECEIVED	
<b>April 9, 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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>5-3-83</b> Date	<i>Robert W. May</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 4 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
<b>6 APR 1982</b>	<i>James E. Dagwell</i>	<b>JAMES E. DAGWELL Documentation Management Branch Information Mgmt and Resources Div</b>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><b>COMMUNITY COLLEGE OF THE AIR FORCE (Table 53-3) (Applicable Air Force-wide)</b></p> <p>Air Force proposes changes to Table 53-3, as follows:</p>		
1	<p>Rule 1. Columns A &amp; B descriptions are changed, as needed. Column C is deleted, as it is unnecessary. Column D is changed by deleting "and there are no registrants in a relevant CCAF program", as it is unnecessary.</p>	NC-AFU-76-6	
2	<p>Rule 2. Current rules 2 and 3 documents are now divided between rules 2 and 3. Columns A and B descriptions are changed, as rule 2 now applies only to copies of examination reports and training certificates. Column C is deleted, as it is unnecessary. Column D is changed, as there is no need to keep these documents after data has been entered on student progress report. Also, large part of current disposition is basically documentation maintenance instructions.</p>	NC1-AFU-76-40	
3	<p>Rule 3. Current rule 3 is now broken into three separate rules (rules 3, 3.1 and 3.2) for students inactive or no longer enrolled. Columns A and B descriptions are</p>	NC1-AFU-76-40	

*Mass data change sheet not required. Copy of job sent to NNM by RAW, 5/5/83.*

**8 Items**

*Agency sent out by DMW on 6/1/83.*

Request for Records Disposition Authority—Continuation		JOB NO.	PAGE OF 2 of 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	changed, as rule 3 documents now apply only to registration documents, transcripts and correspondence. Column C is changed, specifying only one category of students. Column D is changed to coincide with revised Column C.		
4	Rule 3.1. Added, as an extension of Rule 3 documents.		
5	Rule 3.2. Added, as an extension of Rule 3 documents.		
6	Rule 4. Columns A and B descriptions are changed, as needed. Column C is deleted, as it is unnecessary. Column D is changed to reflect requirements of college and university accrediting organizations.	NC1-AFU-77-74	
7	Rule 5. Deleted, as these documents are part of Rule 4.	NC1-AFU-77-74	
8	Rule 6. Columns A and B descriptions are changed, as needed. Column C is deleted, as it is unnecessary. Column D is changed to allow destruction of documents after its inclusion in CCAF history.	NC1-AFU-77-74	
9	Rule 7. Added, to cover degree program documents. Disposition reflects requirements of college and university accrediting organizations.		
10	Note. Added, to cover instructions for transfer of Rule 3.2 documents.		

TABLE 53-3

COMMUNITY COLLEGE OF THE AIR FORCE

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	*description of courses	*course charts, plans of instruction, and similar documents of courses conducted by AF and other military services schools		*destroy 4 years after course has been inactivated or superseded.
2	*students enrollment in CCAF associate degree programs	*copies of examination reports and training certificates		*destroy after data has been entered on <del>student</del> <sup>degree program</sup> progress report.
3		*registration application forms, official transcripts, and correspondence	*for students who have retired or separated from active duty and who have not joined the ANG or Active Reserve	*destroy 4 months after student retires or separates.
3.1 *			for students who have not communicated with CCAF for 3 years	destroy 3 years after latest communication from the student.
3.2 *			for students who have completed program requirements	destroy 1 calendar year after graduation (see note).
4	*accreditation of AF schools or courses	*self-study reports, reports submitted to accrediting associations, correspondence to and from accrediting association officials, and related documents		* <del>retain 50 years as part of the CCAF institutional accreditation file.</del> *Destroy after 50 years.

TABLE 53-3 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
5	(RESERVED)			
6	*articulation agreements	*formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates		<sup>after</sup> *destroy 1 year <del>after inclusion in CCAF history</del> or when superseded, whichever is later.
7 *	degree program	completed degree program progress report and relevant approving documents		<del>retain 50 years as a part of the CCAF history file.</del> Destroy after 50 years.
NOTE: * If student registers in another program, transfer transcripts to that program.				
[Amended by R. Wire per R. Dwyer, 4/14/83]				