

Wallace

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO. <i>NCI-AFU-83-26</i>	
DATE RECEIVED <i>11/2/82</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-31-83 <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
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 6 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 28 OCT 1982	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>James E. Dagwell</i>	E. TITLE JAMES E. DAGWELL Chief, Documentation Management Directorate of Administration
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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
1	<p>MILITARY PERSONNEL TESTING RECORDS (Table 35-6) (Applicable Air Force-wide)</p> <p>The purpose of this submission is to update rules 8 - 17. Column B to rule 8 has been enlarged to add Criterion Referenced Test (CRT), Radio Communication Analysis Test (RCAT), AF Reading Abilities Test (AFRAT) and AF Dental Aptitude Test (AF/DAT). Changes have been made in title of the Language Proficiency Test (LPT) to Defense Language Proficiency Test (DLPT) and AF Language Aptitude Test (AFLAT) to Defense Language Aptitude Battery (DLAB).</p> <p>In rule 9, column C has been updated to current title of the Military Enlistment and Processing Stations (MEPS).</p> <p>Disposition in rule 12 has been changed to retain in current file area, destroy after 4 years, or when no longer needed for research. The holding period has been changed from 6 to 4 years. These files are used for various references purpose and should be retained for 4 years or until no longer required for research. Column C has been changed to show branches maintaining records at AFROTC. Rule 12.1 has been added to cover disposition for the copy that goes to the Human Relations</p>	NCI-AFU-77-69 NCI-AFU-82-35	

No mass data change sheet required. copy of job sent to NARA by BAW on 4/7/83. Copy to agency, 4-13-83; 88.

19 items

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	<p>Laboratory. This copy is used for research purposes and should be retained until no longer needed, then may be destroyed.</p> <p>In rule 14, column C has been updated to the same language as rule 9 column C. Column A in rule 15 has been changed to completed answer sheets. Column B has been broken down into several rules for disposition purposes. Column D, rule 15 has been updated to show proper office at AFHRL that will receive the copy of the answer sheets. Rule 15.1 has been added to cover answer sheets for the EST, RCAT, EDPT and AFDAT tests. The answer sheets may be destroyed after 1 year.</p> <p>Rule 15.2 covers answer sheet for AFRAT and DLPT Part I tests. These answer sheets may be destroyed after 4 months. Rule 15.3 covers answer sheets for AKT, CRT and USAFMVOT tests. They are forwarded to USAF Occupational Measurement Center, Production and Control Unit (USAFOMC/OMDVP) where they are used for research purposes. They may be destroyed when no longer needed for research purposes.</p> <p>Rule 15.4 covers answer sheets for DLAB and DLPT Part II. These sheets are forwarded quarterly to Commandant, Defense Language Institute, where they are used for research purpose. They may be destroyed when no longer needed for research. Rule 15.5 covers answer sheets for AFOQT which are scored at AFHRL. These sheets are also used for research purposes and may be destroyed when no longer needed for research. Rule 15.6 covers copies of test scored at AF office Qualifying Test Offices. These test sheets are forwarded to AFROTC, Officer Qualifying Test Office (RRUR) where they are used for research. They may be destroyed when no longer needed for research.</p> <p>Column A in rule 16 has been changed to completed answer sheets instead of completed answer cards. Column B is changed to answer sheets for Armed Service Vocational Aptitude Battery (ASVAB) which are retained at MEPS. Column C language has been updated to latest terminology.</p> <p>Rule 16.1 cover ASVAB answer sheets which are filed at Air National Guard and Air Force Reserve Testing Units. Rule 16.2 covers ASVAB copies at overseas Consolidated Base Personnel Offices (CBPOs). The ASVAB copies in rules 16.1 and 16.2 may be destroyed 6 months after scoring. Rule 17, column C has been changed to show where the record copies are filed, i.e., Air Force</p>		

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	Manpower Personnel Center, Airman Promotion Management Branch (MPCAWB). The disposition has been changed from 18 months to 2 years to better serve the administrative requirement for the answer cards for Air Force Personnel Test 851 (promotion test).		

TABLE 35-6

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	record of test administration	*Armed Forces Classification Test (AFCT), Apprentice Knowledge Test (AKT), Criterion Referenced Test (CRT), USAF Motor Vehicle Operator Test (USAFMVOT), Radio Communications Analysis Test (RCAT), Electronic Data Processing Test (EDPT), Defense Language Proficiency Test (DLPT) Speciality Knowledge Test (SKT), Promotion Fitness Examination (PFE), USAF Supervisory Examination (USAFSE), AF Reading Abilities Test (AFRAT), AF Dental Aptitude Test (AFDAT), Defense Language Aptitude Battery (DLAB)	at test control offices	destroy after 1 year
9		Armed Forces Qualification Test (AFQT)	at Military Enlistment and Processing Stations (MEPS)	
10		Enlistment Screening Test (EST)	at AF recruiting stations	destroy after recording test results on Personal Interview Record (ATC Form 1319).
11		AF Officer Qualifying Test (AFOQT)	at test control offices	destroy after 2 years.
12		consolidated annual AFOQT (raw and percentile scores)	*at AFROTC Resource Systems and AFOQT Branch (RRUR)	*retain in current files area, destroy after 4 years or when no longer needed for research.
12.1		consolidated annual AFOQT (raw and percentile scores)	at AF Human Resources Laboratory (HRL)	retain in current files area, destroy when no longer needed for research purposes.

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TABLE 35-6 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
13		Armed Services Vocational Aptitude Battery (ASVAB)	at AF Recruiting stations	destroy after 2 years.
14		applicant testing record	at Military Enlistment and Processing Stations and/or AF re- cruiting stations	destroy after 6 months.
15	*completed answer sheets	*answer sheets for AFCT	scored locally	*forward to AFHRL/MOAM, ATTN: Test Control Officer, Brooks AFB TX 78235, where they will be de- stroyed when no longer needed for research.
15.1 *		answer sheets for EST, RCAT, EDPT and AFDAT		destroy after 1 year.
15.2 *		answer sheets for AFRAT and DLPT I		destroy after 4 months.
15.3 *		answer sheets for AKT, CRT and USAFMVOT		forward to USAFOMC/OMDVP, Randolph AFB TX 78150 where they will be destroyed when no longer needed for research.
15.4 *		answer sheets for DLAB and DLPT II		forward quarterly to Commandant, Defense Language Institute, For- eign Language Center, ATTN: Test Control Officer, Presidio of Mont- erey, CA 93940 where they will be destroyed when no longer needed for research.

TABLE 35-6 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
15.5 *		answer sheets for AFOQT	scored at AFHRL	forward to AFHRL, ATTN: HQ AFMPC/OLAH Building 578, Brooks AFB TX 78235, where they will be destroyed when no longer needed for research.
15.6 *			scored at (RRUR) AF Officer Qualifying Test Office	forward to AFROTC/RRUR, Maxwell AFB AL 36112, where they will be destroyed when no longer needed for research.
16 *	*	*answer sheets for Armed Services Vocational Aptitude Battery (ASVAB)	at Military Enlistment and Processing Stations (MEPS)	destroy 4 months after scoring.
16.1 *			at Air National Guard (ANG) and AF Reserve (AFRES) testing units	destroy after 6 months after scoring.
16.2 *			at overseas Consolidated Base Personnel Offices and testing units	
17	completed answer cards	Air Force Personnel Test 851 (AFPT 851)	*record copies at Air Force Manpower and Personnel Center, Airman Promotion Management Branch (HQ AFMPC/MPCAWB2)	*destroy after 2 years.