

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

5. TEL. EXT.

Mr. R. P. Dwyer

694-3494

| | |
|--|--|
| LEAVE BLANK | |
| JOB NO | NCI-AFU-83-55 |
| DATE RECEIVED | 1/11/83 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| <i>Fess 85</i> Date | <i>[Signature]</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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
|------------|---------------------------------------|----------|
| 9 Dec 1982 | <i>[Signature]</i> | |

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|--|---|---|------------------|
| 1 2 3 | <p>TRAINING MATERIALS (Table 50-4) (Applicable Air Force-wide)</p> <p>Rule 1. Revised per Air Force's 4-11-84 letter.</p> <p>Rule 2. Changed to limit rule's documents to Air War College discontinued course material only. As this material is incorporated in the Air War College history, there is no need to keep them permanent. Amended in accordance with Air Force's 4-11-84 letter by RAW</p> <p>Rule 2.1. Added to cover discontinued course material other than the Air War College. Ten years is sufficient length of time to retain these documents.</p> | NN-170-33 NCI-AFU-79-37 (Returned Without Approval) | 3 items |
| Copies to agency, NC, NNB, NNI, and NNMS 2-7-85; RAW | | | |

TABLE 50-4 [NEW PAGE 2 OF NC1-AFU-83-55 AS SUBMITTED BY AIR FORCE AS AN ATTACHMENT TO ITS APRIL 11, 1984, LETTER TO THE NARS RECORDS DISPOSITION DIVISION]

TRAINING MATERIALS (Note 1)

Item 1

Item 2

Item 3

| R U L E | A If documents are or pertain to | B consisting of | C which are | D then |
|--|--|--|--|-------------------------------------|
| 1 | curriculum materials used in formal training courses | record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines | *for current courses, except those covered by rules 2 and 2.1 | destroy when superseded or revised. |
| 2 | | | *for substantially revised and discontinued courses at the Air War College | *retire as permanent (note 2) |
| 2.1 * | | | for substantially revised and discontinued courses, except those covered by rule 2 | destroy after 10 years. |
| <p>NOTE 1: This table is not applicable to records of the Air Force Academy or of the Joint Military Colleges.</p> <p>NOTE 2: *Offer to the National Archives in 5 year blocks when latest document is 25 years old.</p> <p>[Amended by R. Wire per R. Dwyer on 1-2-85.]</p> | | | | |