

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	NCI-AFU-83-71
DATE RECEIVED	2/17/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	7-6-84 <i>Robert W. Nay</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 4 FEB 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt 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
	INDIVIDUAL ACADEMIC RECORDS (Table 50-2) (Applicable Air Force-wide)		
	The physical maintenance of the Student Record of Training (ATC Form 156) in paper format for 30 years is no longer necessary for compliance with the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC) requirements for regional accreditation of the Community College of the Air Force (CCAF). SACS/COC instead suggests a back-up system to include "electronic data banks." The Air Force Pipeline Management System (PMS) has recorded the successful completion of technical training for all airmen at our Technical Training Centers since 1980. This system should prove to be a sufficient "back-up" as suggested by SACS/COC.		
1	Rule 1. Column B description of documents is changed to delete unnecessary words. <i>The retention period remains unchanged.</i>		
2	Rule 2: Column C is changed to add "(before FY 82)." The School of Health Care Sciences is now an ATC rather than a USAF organization. As such, their training progress documents are now covered in added Rules 3.3 - 3.5. Rule 2 remains for these "before FY 82" documents, as WNRC needs this rule to control their disposition. <i>The retention period has been clarified in the job, as amended.</i>	NCI-AFU-77-6	9 items

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No mass data change sheet required. Copy sent to agency by RAW on 7-12-84. Copy sent to NAIM and NNS by RAW on 7-7-84.

Request for Records Disposition Authority - Continuation		JOB NO. NCI-AFU-83-71	PAGE OF 4 2
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	Rule 3: Changed to move types of documents in Column C to Column B and note that they are now "before FY 82" documents only. These training progress documents, consisting of ATC Forms 156 and ATC Forms 379, are now covered in added Rules 3.3 - 3.5. ATC Forms 304 and 565 are cancelled. Column C is changed to show specifically where in ATC these documents are located. Rule 3 remains for these "before FY 82" documents, as WNRC needs this rule to control their disposition. <i>The retention period has been clarified in the job, as amended.</i>	NCI-AFU-77-6	
4	Rule 3.1: Changed to state what these documents specifically consist of and explain further where they are located. Only one year retention is now needed for analytical purposes.		
5	Rule 3.2. Added in Column B a description of documents. <i>The retention period has been clarified in the job, as amended.</i>		
6	Rule 3.3: Added to show that originals of ATC Forms 379 are still retained for 30 years, as these documents are not recorded in the PMS. <i>The retention period has been clarified in the job, as amended.</i>		
7	Rule 3.4: Added to show that ATC Forms 156 are now entered into the PMS computer. We still need these documents in paper format for 2 years for analytical purposes.		
8	Rule 3.5: Added to show that Rule 3.4 documents in computer format are destroyed <i>not approved for disposition.</i>		<i>Rule 3.5 Disposition Not Approved.</i>
9	Rule 4. Column C information is moved to Column B. <i>No change in retention period.</i>		
<p><i>[Job amended by R. Wiese per R. Dwyer, 6-18-84]</i></p>			

TABLE 50-2

INDIVIDUAL ACADEMIC RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 1 1	training progress	*records of individual training and education of each student, indicating subjects studied, number of hours devoted to their study, final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study	no change	destroy 30 years after individual completes or discontinues a training course.
Item 2 2			*at School of Health Care Sciences, USAF (before FY 82)	
Item 3 3		*ATC Forms 156, 304, 379 and 565 (before FY 82)	*at ATC technical training centers/field training detachments	*destroy after 1 year.
Item 4 3.1		*Attendance and Rating Record (ATC Forms 379) (all duplicates and originals only of partial courses/training sessions)		
Item 5 3.2		*records of individual training and education of each student	no change	
Item 6 3.3 *		ATG Forms 379 (originals of completed courses) (FY 82 and after)	at ATC (3785 Fld Tng Grp and Mobil Tng Grps)	destroy 30 years after individual completes or discontinues a training course.

[Amended by R. Ware per R. Dwyer, 6-18-84]

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TABLE 50-2 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
Item 7 3.4 *		Student Record of Training (ATC Forms 156) (FY 82 and after)	at ATC technical training centers	destroy 2 years after information is entered into Pipeline Management System (PMS).
Item 8 3.5 *		rule 3.4 information in PMS		destroy after 30 years. Disposition Not Approved
Item 9 4		*copies of individual training records		destroy on graduation or elimination of the student from training.

Amended by R. Wire
per R. Dwyer, 6-18-84

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