

**REQUEST FOR AUTHORITY
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

DATE RECEIVED MAY 16 1975		JOB NO.
DATE APPROVED		NC - 38-75-4
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.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 6-30-75		Archivist of the United States <i>James B. Rhoads</i>

TO: GENERAL SERVICES ADMINISTRATION
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1. FROM (AGENCY OR ESTABLISHMENT) **Department of the Navy**

2. MAJOR SUBDIVISION **Assistant Vice Chief of Naval Operations/Director of Naval Administration**

3. MINOR SUBDIVISION **Naval Records Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER **L. S. Anderson** TEL EXT. **Ox-51525/29**

6. CERTIFICATE OF AGENCY REPRESENTATIVE
 I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of _____ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.
 B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

30 April 1975. *L. S. Anderson*
 (Date) (Signature of Agency Representative)

W. M. KINCARD
 Deputy Director
 Naval Records Mgmt. Div.

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	CHIEF OF NAVAL AIR TRAINING Aviation training jackets: complete training record for each aviator and naval flight officer. (Supplements the individual's official military personnel record.) Jackets comprise such records as academic training summaries, naval aviation training stage grades, ATF training summaries, student progress disposition report summaries, unsatisfactory and delinquency incident reports, stage flight grade analyses, officer-like qualities report, aviation officer candidate school record, synthetic flight training summary, individual monthly aerobics record, etc. (Jackets date back to 1914, although most of them post-date 1940.)		Records are available at ERC, East Point, GA.

A. Destroy original paper records when essential data is transferred to magnetic tape, EXCEPT jackets of earliest aviators, naval flight officers, astronauts, and others who have achieved special recognition are PERMANENT. Offer original permanent paper records to National Archives after conversion to magnetic tape, and printouts of permanent records created on magnetic tape to National Archives after creation of tape. *Offer tape to National Archives within 75 years. is complete.*

B. Destroy magnetic tape 75 years after date of last changes approved by *Lorna Anderson 6/29/75 (PL)*

Copy to Agency and East Point 7/2/75

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED May 16, 1975	JOB NO. NC-38-75-4
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 "with-drawn" in column 10.	
Date	Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of the Navy
2. MAJOR SUBDIVISION Assistant Vice Chief of Naval Operations, Director of Naval Administration
3. MINOR SUBDIVISION
Naval Records Management Division
4. NAME OF PERSON WITH WHOM TO CONFER
L. S. Anderson
5. TEL. EXT.
OX-51525/29
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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

W. M. Kincaid
Deputy Director
Naval Records Mgmt. Div.

30 April 1975

(Date)

(Signature of Agency Representative)

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p align="center">CHIEF OF NAVAL AIR TRAINING</p> <p>Aviation training jackets: complete training record for each aviator and naval flight officer. (Supplements the individual's official military personnel record.) Jackets comprise such records as academic training summaries, naval aviation training stage grades, ATF training summaries, student progress disposition report summaries, unsatisfactory and delinquency incident reports, stage flight grade analyses, officer-like qualities report, aviation officer candidate school record, synthetic flight training summary, individual monthly aerobics record, etc. (Jackets date back to 1914, although most of them post-date 1940.)</p> <p>A. Destroy original paper records when essential data is transferred to magnetic tape, EXCEPT jackets of earliest aviators, naval flight officers, astronauts, and other who have achieved special recognition are PERMANENT. Offer original permanent paper records to National Archives after conversion to magnetic tape, and printouts of <u>permanent</u> records created on magnetic tape to National Archives after jacket is complete.</p> <p align="center">Transfer jackets in annual blocks to the Federal Records Center, East Point, Georgia, for interim storage.</p> <p>B. Destroy magnetic tape 75 years after date of last entry.</p> <p>Changes approved by Lorna Anderson 6/24/75 (PL)</p>	Records	are avail- able at FRC, East Point, GA

(An ADP information system for recording and mechanically retrieving aviation training data is under development. As soon as it is operational, not only will new aviation training data be computer recorded and stored, but plans call for reviewing each jacket already accumulated and recording required data from each in the mechanized information system. Target date for complete conversion to the ADP system is 1980.)

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(An ADP information system for recording and mechanically retrieving aviation training data is under development. As soon as it is operational, not only will new aviation training data be computer recorded and stored, but plans call for reviewing each jacket already accumulated and recording required data from each in the mechanized information system. Target date for complete conversion to the ADP system is 1980.)</p>		