

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-82-039

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

In 1989, Air Force submitted N1-AFU-90-003 to cover all of their temporary items in AFR 12-50, Volume II, Disposition of Air Force Records (dated 1987) under a single job number. The items on this schedule are temporary. It is assumed that the items on this schedule were therefore superseded by N1-AFU-90-003.

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-82-39

DATE RECEIVED

Apr 19, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

5-3-83
Date

Robert K. May
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

6 APR 1982

D. SIGNATURE OF AGENCY REPRESENTATIVE

James E. Dagwell

E. TITLE

JAMES E. DAGWELL
Documentation Management Branch
Information Mgmt and Resources Div

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

COMMUNITY COLLEGE OF THE AIR FORCE (Table 53-3)
(Applicable Air Force-wide)

Air Force proposes changes to Table 53-3, as follows:

- | | | | |
|---|--|---------------|--|
| 1 | Rule 1. Columns A & 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. | NC-AFU-76-6 | |
| 2 | 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. | NC1-AFU-76-40 | |
| 3 | 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 | NC1-AFU-76-40 | |

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

8 Items

115-107

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services
Administration
FPMR (41 CFR) 101-11.4

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 con- ducted 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 certif- icates		*destroy after data has been entered on student ^{degree program} progress report.
3			*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		*retain 50 years as part of the CCAF institutional accreditation file. *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 agree- ments	*formal agreements or other memoranda of understandings with civilian institutions for recognition of CCAF students and graduates		^{after} *destroy 1 year after inclusion in CCAF history or when superseded, ^{whichever is later.}
7 *	degree program	completed degree program progress report and rele- vant approving documents		retain 50 years as a part of the CCAF history file. 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]				