

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-AFU-91-34	DATE RECEIVED 5-16-91
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Directorate of Information Management		In accordance with the provisions of 44 U.S.C. 3303: the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Policy Division, SAF/AAIA			
4. NAME OF PERSON WITH WHOM TO CONFER Mr. R. P. Dwyer	5. TELEPHONE EXT. 703-614-3494	DATE 8/12/91	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 9 MAY 1991	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Inau T Rowe</i>	D. TITLE GRACE T. ROWE Chief, Records Mgmt Policy Branch Directorate of Information Mgmt
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	TRAINING MATERIALS (Table 50-4) (Applicable Air Force-wide)		
1	Rule 3. Added "at other commands" in Column C in order to distinguish these curriculum training materials records from those in added Rule 3.1.		
2	Rule 3.1. Added to destroy curriculum training materials records at Air Force Security Assistance Training (AFSAT) 8 years after weapons system/equipment is phased out from the USAF inventory. Reason is that USAF weapons systems/equipment are sold to foreign countries which continue to operate them after their phaseout from the USAF inventory. As a result, Air Force is required to provide training support via Mobile Training Teams or contractor training under Security Assistance sponsorship for items no longer in its inventory. Much of the leadtime and cost involved in redeveloping training courses/programs is saved if a copy of the training materials from discontinued USAF courses is retained for future Security Assistance use.		
3	Rule 3.2. Added as a temporary reference rule to tell Air Force offices that these formerly Rule 3.1 periodic curriculum histories are now covered for disposition in Rule 16. These records are not retired to records centers.		

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7 ITEM NO	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	OF 10. ACTION TAKEN <i>(NARS USE ONLY)</i>
4	Rule 16. Added to destroy former Rule 3.1 periodic curriculum histories.	NC1-AFU-77-33	
5	Note 3. Added to tell training installations where to send copy of training material for discontinued courses for Security Assistance use, and also where to call for assistance.		

TABLE 50-4

TRAINING MATERIALS

R U L E	A	B	C	D
	If records are	consisting of	which are	then
3	curriculum materials used in formal training courses	record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts for live presentations, etc.), test materials, miscellaneous handouts (wiring diagrams, tables, data, etc.) and comparable data for current or discontinued courses	*at other commands	destroy when revised, obsolete, or on discontinuance of the related course.
3 .1 *			at Air Force Security Assistance Training (AFSAT)	destroy 8 years after weapons system/equipment is phased out from the USAF inventory (note 3).
3 .2 *	periodic curriculum histories (formerly rule 3.1)			see rule 16.
16 *	periodic curriculum histories	periodic curriculum histories prepared by directorates, departments, or divisions of the Professional Military Education Resident programs	at preparing offices	destroy after 5 years, or when no longer needed, whichever is sooner.

NOTES:

*3. Training installations forward one copy of training materials for discontinued courses with potential for Security Assistance use to AFSAT, Randolph AFB, TX 78050-5001. Contact AFSAT, DSN 487-4559, for assistance in identifying course materials with potential for Security Assistance use.