

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

*1 item*  
TO GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408  
*Air Force Wide.*

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEPARTMENT OF THE AIR FORCE**

2 MAJOR SUBDIVISION  
**Directorate of Administration**

3 MINOR SUBDIVISION  
**Documentation Systems Division**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Mr. K. J. Bilek**

5 TEL EXT  
**11-29209**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK	
DATE RECEIVED <b>MAY 23 1974</b>	JOB NO <b>NC 174-243</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>8-12-74</b> Date <i>James B. P. Roadin</i> Archivist of the United States	

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 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

**16 MAY 1974**  
(Date)

*Herbert G. Geiger*  
(Signature of Agency Representative)

**HERBERT G. GEIGER, Chief**  
**Documentation Systems Division**  
**Directorate of Administration**  
(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"><b>PROGRAM ADMINISTRATION RECORDS (50-1)</b> <b>(Applicable Air Force-wide)</b></p> <p>See attached table 50-1, rule 20 which provides disposition instructions for academic instructor course waivers which are necessary as long as individuals are eligible for assignment to instructional positions in Air University. The recommended retention period will adequately serve all administrative and legal purposes of the Air Force.</p>	DLT 50-1 R20	

TABLE 50-1 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
20	academic instructor course waivers	requests, justifications, approvals and disapprovals		destroy when no longer eligible for assignment to instructional positions in AU or when purpose has been served, whichever is sooner.

**50. Training.** These tables cover documentation relating to general policies and procedures governing basic and advanced military training; technical training; special training of military personnel required to support weapons systems or other equipment; mobile training; professional education of AF personnel through senior service schools; MAP training.

TABLE 50-1

## PROGRAM ADMINISTRATION RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
1	school quotas	records concerning allotment of school quotas and fulfillment thereof		destroy 1 year after end of year in which quota is filled.	
2	airman training waiver	requests for exceptions to authorized airmen training and utilization procedures in connection with on-the-job, cross-training, and training of unskilled airmen in the semi-skilled levels	all copies except rule 3	destroy after 1 year.	
3			in field personnel records	see table 35-1.	
4	foreign trainees	requests for training, training projects, acceptance or non-acceptance messages, invitation travel orders, related correspondence incident to the USAF program for training students of foreign governments per AFM 50-29	at HQ USAF	destroy 4 years after completion of project.	
5			below HQ USAF	destroy 2 years after completion of project.	
6			training records for students	originals	see AFM 50-29.
7				encountered in noncurrent records of training activities	destroy.
8				medical and dental records	see table 168-4.
9	training instructors	ATC forms used to record data on individual instructors preservice and inservice training requirements, type of	at ATC activities	destroy immediately after reassignment or separation from ATC.	

TABLE 50-1 (Continued)				
R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
10		instructor assignment, and qualification for instructor-supervisor assignment	instructor evaluation records	see ATC prescribing directives and table 10-1.
11	faculty board proceedings	retained originals of proceedings of faculty boards appointed to determine all matters relating to the proficiency, deficiency, graduation, and elimination of students, and other matters referred to the faculty board by the school commandant		destroy after 1 year, or on inactivation of accumulating organization, whichever is sooner.
12	collateral training	sign-in and sign-out records, absentee reports, delinquency reports, suspension records, training check sheets, medical clearances, requests for disciplinary action, progress reports, examination papers, registration forms, change requests, recommendations for elimination, and records of preparation for oversea movement	collateral to the individual training records	destroy 3 months after class/course completion, or when purpose has been served, whichever is sooner, provided required information is posted to the individual training record.
13	locator strip cards		used for locating a student in a class or squadron	destroy after graduation or elimination.
14 ★	[RESERVED]			
15 ★	[RESERVED]			
16	progression schedules	time tables, graphs, and charts used to indicate progress and/or for instructional purposes, such as student familiarization initial charts, progress charts, and charts of flying time		destroy when superseded, obsolete, or on inactivation or activity, whichever is sooner.

10-100

10-101

17	student research	theses (War College), research reports (Command and Staff College); aerospace power theses (Squadron Officers School), and student theses (Institute of Technology)		destroy when no longer needed.
18	training summaries	training summaries and reports of eliminees, upgrading, absentees, delinquencies; standardization checks, rating scales, student ratio reports, activity reports, recognition test sheets, rosters of students, and advance reports of graduation	classes and student groups of a local nature	destroy after 1 year
19	general training reports	technical training reports submitted to higher HQ, reports of units assigned for training, reports of status and change of status, status recapitulation, strength, periodic training, combat readiness, and inspection of instructors' classes		destroy after 1 year or on inactivation of activity, whichever is sooner.