

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(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, HQ USAF

2. MAJOR SUBDIVISION
Directorate of Administration

3. MINOR SUBDIVISION
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER
Mr. R. J. Norman

5. TEL EXT
11-29239

6. CERTIFICATE OF AGENCY REPRESENTATIVE

LEAVE BLANK

DATE RECEIVED
MAR 12 1975

JOB NO

NC - AFU-75-56

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10

4-22-75 *James B. Rhoads*
(Date) 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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

13 MAR 1975

Herbert G. Geiger
(Signature of Agency Representative)

HERBERT G. GEIGER, Chief
Documentation Systems Division
Directorate of Administration

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
	<p>MILITARY AND CIVILIAN PERSONNEL RECORDS (30-1)</p> <p>(Applicable to Air University and Air Force Academy)</p> <p>The attached addition to AFM 12-50, table 30-1, is to provide appropriate disposition standards for documentation pertaining to academic rank. Documentation is used in requesting appointment to and promotion within academic ranks. Academic ranks are granted to civilians and military professional personnel for the express purpose of recognizing their individual expertise in specific areas of instructions and/or research. Each title indicates the academic rank and specialty in which the person is working, such as Professor, Research Professor, of ...; Associate Professor, or Research Associate Professor, of...; Assistant Professor, or Research Assistant Professor, of...; Instructor in</p> <p>Proposed disposition of destroying when individual is no longer eligible for assignment to instructional position, or when purpose has been served, whichever is sooner, is considered adequate for Air Force needs.</p>	None	

TABLE 30-1

MILITARY AND CIVILIAN PERSONNEL RECORDS

R U L E	A	B	C	D	
	If documents are or pertain to	consisting of	which are	then	
8	academic rank appointments	requests for appointment, recommendations for promotion within academic ranks, and related documents	approved or disapproved	destroy when individual is no longer eligible for assignment to instructional positions, or when purpose has been served, whichever is sooner.	