INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-AFU-76-40

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-AFU-82-039.

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS
(See Instructions on Reverse)

2 items   *AFU*

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

3. MINOR SUBDIVISION

Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT.
Mr. K. J. Bilek	756-2384

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 ___2___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Date	(Signature of Agency Representative)	(Title)
2 6 APR 1976	*Herbert G. Geiger*	HERBERT G. GEIGER, Chief Documentation Systems Division Directorate of Administration

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 RECORDS (53-3) (Applicable to the CCAF only)		
1	See attached table 53-3, rules 2 and 3 which provides disposition instructions for working copies of student records. During the period between registration and award of CEC withdrawal from a CCAF program, the Careers analyst must have access to relevant information such as college level examination ·program and USAF scores, college transcripts, correspondence to the student, counseling forms to facilitate answering questions from base education services officers, students, and congressmen. This disposition is based on the fact that any documents or any work accepted toward a CCAF program is maintained on microfiche for transcribing purposes. The retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 53-3 Rules 2 and 3	

Copy to Agency 6-28-76

TABLE 53–3

COMMUNITY COLLEGE OF THE AIR FORCE RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	course documentation	course charts, plans of instruction (POIs), and other documents supporting entries in the CCAF Course Conversion Table (CCT)	used in the development of CCAF programs and are the fundamental basis which the CCAF is accredited	destroy 4 years after course has been inactivated or superseded and there are no registrants in a relevant CCAF program
2 ★	career education certificate (CEC)/ instructor in technology certificate (ITC) registrant folders	college level examination program scores, United States Armed Forces Institute scores college transcripts, retrieval of information on personnel, correspondence to student/education services officers (ESO), AF Form 1033, CCAF Transcript, ATC HQ O–Form 311, AF Form 1256, ATC Form 156, and other documents pertaining to course attendance	working copies for active registrants	destroy 1 year after individual retires, separates, or CEC/ITC is awarded. (Returnable documents may be forwarded to student or his ESO upon request.) If, after 3 years from initial registration and no record entry has been made, then place student folder in withdrawn status.
3 ★			working copies for withdrawn registrants	destroy 1 year after placed in withdrawn status, unless student updates record then return to active registrant file.