

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Litton

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

Mr. K. J. Bilek

5. TEL. EXT.

756-2384

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED NOV 16 1976	JOB NO. NC 1-AFU-77-88
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 "with-drawn" in column 10.	
12-3-76 <i>James E. O'Neil</i> (Date) <i>acting</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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12 NOV 1976

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>TRAINING MATERIALS (50-4) (Applicable Air Force-Wide)</p> <p>See attached table 50-4, rule 3.1 which provides disposition instructions for periodic curriculum histories. These histories contain a narrative account and supporting documents and are used in planning the course for the following year. The faculty and staff members use the histories to examine course content of past years, compare and evaluate changes in the course content, and to study student reaction to changes. The recommended retention period will adequately serve all legal and administrative requirements of the Air Force.</p>	NN 170-33	

Copy to Agency 12-7-76

RECOMMENDED DISPOSITION INSTRUCTIONS:

TABLE 50-1

R U L E	A	B	C	D
	If documents are or pertain to	Consisting of	Which are	Then
3.1 *	Periodic curriculum histories	periodic curriculum histories prepared by the directorates, departments, or divisions of the Professional Military Education Resident programs	original copies retained in preparing office	retain in originating office 5 years or until no longer needed, whichever is sooner, then destroy.