

**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

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.
767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
16 MAY 1978	NC1-AFU-78-37
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.	
5-26-78	<i>James E. Dagwell</i>
(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.

11 MAY 1978

James E. Dagwell
(Signature of Agency Representative)

**JAMES E. DAGWELL, Chief
Documentation Management Br
Directorate of Administration**

Date (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	PROGRAM ADMINISTRATION RECORDS (50-1) (Applicable Air Force-Wide) See attached table 50-1, rule 22 which describes retraining and lateral training documents, and provides disposition instructions 1 year after end of year in which action is completed. The retention period is based on the necessity to verify approval of retraining and/or provide documentation to substantiate an approved/dis-approved retraining request. The recommended retention period will adequately serve all Air Force requirements.	NC-AFU-75-41	

*Copy to NNM (5/30/78).
Sent to agency - 5/30/78*

1 item

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.
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.
21	educational source documents	studies, reports on education requirements of the AF, AU's role in meeting these requirements, studies on the effectiveness of educational programs, techniques, and related material	at Air University	★ retain until inactivation of AU or when no longer needed for reference purpose, then retire as permanent (note 2).
22 ★	retraining	request for retaining/lateral training and any documents in support of (i.e., supplemental messages, letters of recommendation, etc.)	maintained at MAJCOM or base level	destroy 1 year after end of year in which action is completed (note 3).

★ Notes: 1. A school quota/course project file will be maintained when quotas allocated to CBPO's cannot be readily committed to eligible persons by name. Schools quotas that can be readily committed by name may be filed in the "personnel selected for relocation" file (see Table 35-4, rule 15).

2. Retire when microfilm is determined adequate substitute.

★ 3. Medical examination reports are to be returned to the base hospital.