

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Rec. 6/25/79

LEAVE BLANK

JOB NO
NCI-AFU-79-37

DATE RECEIVED
25 JUN 1979

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

Returned Without Approval!
Date Archivist of the United States

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
1947 Administrative Support Group (HQ USAF)

3. MINOR SUBDIVISION
Information Management & Resources Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. K. J. Bilek

5. TEL EXT.

694-3495

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 20 JUN 1979	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Herbert G. Geiger</i>	E. TITLE HERBERT G. GEIGER, Chief Information Mgt and Resource Div
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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 2, which reduces the retention period from permanent to read 10 years. It has been determined that 10 years is sufficient length of time to retain training materials, curriculum materials for discontinued courses. The revised retention period will adequately serve all Air Force requirements.</p>	NN 170-33	Disposition Not Approved

Mass Data Change Sheet Not Required

1 item

Copy sent to agency with 10/2/81 NCD letter.

Closed Out: 10-7-81: K. J. B.

TABLE 50-4

TRAINING MATERIALS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	curriculum materials used in formal training courses	record sets of specialty training standards, course training standards, course syllabi, plans of instruction, course charts, and comparable guidelines	for current courses	destroy when superseded or revised.
2			for discontinued courses	* destroy after 10 years.
3		record sets of training plans, technical training writing production plans, evaluation plans, and instructional materials, including lesson plans, texts, films, charts, recordings, student study guides, student workbooks, student texts, programmed instructional material (tests, tapes, film strips, slides, scripts for live presentations, etc); test materials, miscellaneous handouts (wiring diagrams, tables, data, etc) and comparable data	for current or discontinued courses	destroy when revised, obsolete, or on discontinuance of the related course.
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.
4	extension course materials	record sets of extension course directives and Resident School Text, with all related background material	created and accumulated by Air University	destroy when revised, obsolete, or on discontinuance of the related course.

Disposition
Not
Approved

10-105