

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(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, HQ USAF

3. MINOR SUBDIVISION
Documentation Management

4. NAME OF PERSON WITH WHOM TO CONFER

Mr. R.P. Dwyer

5. TEL. EXT.

694-3494

LEAVE BLANK	
JOB NO.	NCI-AFU-82-26
DATE RECEIVED	January 7, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
Date	Archivist of the United States
Withdrawn	

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 _____ 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
18 Dec 81	<i>Mark H. Coon</i>	MARK H. COON, Maj, USAF Documentation Mgmt Br Directorate of Administration

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	INDIVIDUAL ACADEMIC RECORDS (Table 50-2) Applicable Air Force-wide		
	The retention of the Student Record of Training for 30 years is no longer necessary to be in compliance with the Southern Association of Colleges and Schools/Commission on Colleges (SACS/COC) requirements for regional accreditation of the Community College of the Air Force (CCAF). SACS/COC instead suggests a back-up system to include "electronic data banks." The Air Force Pipeline Management System (PMS) has recorded the successful completion of technical training for all airmen at our Technical Training Centers since 1980. This system should prove to be a sufficient "back-up" as suggested by SACS/COC.		Job With-drawn
1	Rule 2, Column C is changed so that only student records of training (ATC Forms 156) prior to FY 82 will be held for 30 years. As the School of Health Care Sciences is an ATC organization, it is deleted.	NCI-AFU-77-6	
2	Rule 3 is changed so that only student records of training during and after FY 82 will be held for 2 years. Only 2 years retention is needed for analytical purposes. ATC Forms 304 and 565 have been cancelled.	NCI-AFU-77-6	

115-107

*Withdrawn / Closed out: 6-30-82: K.T.R.
Copy to Agency w/letter of 6-18-82*

Request for Records Disposition Authority—Continuation

JOB NO.

PAGE OF

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	Rule 3.1 is changed to clarify that only duplicates and certain originals of attendance and rating records (ATC Forms 379) will be destroyed after one year. Only one year retention is now needed for analytical purposes. As the field training detachments are ATC organizations, they are deleted from Column C.		
4	Rule 3.3 is added to show that originals of attendance and rating records will be retained for 30 years, as these documents are not recorded in the PMS.		
5	Rule 4 is deleted, as it is now unnecessary.	NN-170-33	

TABLE 50-2

INDIVIDUAL ACADEMIC RECORDS

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
1	training progress	no change	no change	no change
2			*at ATC organizations, consisting of ATC Forms 156 (before FY 82)	no change
3			*at ATC organizations, consisting of ATC Forms 156 (during and after FY 82)	*destroy after 2 years.
3.1			*at ATC organizations, consisting of ATC Forms 379 (all duplicates and originals only of part- ial courses/training sessions)	*destroy after 1 year.
3.2			no change	no change
3.3 *			*at ATC organizations, consisting of ATC Forms 379 (originals of com- pleted courses main- tained by 3785 Fld Trn Grp and Mobil Tng Grps)	hold 2 years after individual completes or discontinues a training course; then retire to WNRC where they will be destroyed after 28 additional years.
4	RESERVED			

[Job Withdrawn]