

Wallace

#84

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NCL-AFU-83-63
DATE RECEIVED	1/27/83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3-28-83 Date	<i>Robert M. [Signature]</i> 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  
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

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 14 JAN 1983	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Mark H. Coon</i>	E. TITLE MARK H. COON, Major, USAF Acting Chief, Documentation Mgmt Directorate of Administration
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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
	AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS (Table 50-3) (Applicable Air Force-wide)		
1	Rule 1. Delete, as this rule satisfied Air Force Human Resources Laboratory (AFHRL) requirements only. As AFHRL does not need these documents any longer, then we don't need the rule.	NC-174-143	
2	Rule 2. Changed, to include officers on guard or reserve duty and lengthen document disposition to 1 year. This allows documents to be kept for a limited time in case an officer decides after release from active duty to enter the guard or reserve forces.	NC-174-143	
No mass data change sheet required.			1 item

Copy to agency, 4-5-83; 028.

TABLE 50-3

AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	(RESERVED)			
2	*active duty, ANG and reserve officers	no change	no change	*destroy 1 year after officer is dropped from AF rolls.

**TABLE 50-3**  
**AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT) TRAINING RECORDS**

RULE	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	officers not on active duty	individual educational credit transcripts, certificates of completion of correspondence or group study course, applications, correspondence, copies of officer military records, summary cards, and similar records relating to eligibility for and admission to AFIT programs	at AFIT, Directorate of Admissions, on officers who have not attended an AFIT program; and on officers who have attended AFIT civilian institutions or industry program	when loss report shows left service, forward records to Air Force Human Resource Laboratory (AFHRL), Lackland AFB, TX 78236
2	officers on active duty		at AFIT, Directorate of Admissions	retain until officer is dropped from AF rolls.
3	admission records	cards and board briefs; quota fill book and reports; other related selection documents	used in processing selected applicants for AFIT education	destroy when no longer needed.
4			at HQ USAF, and used for processing applications for training under AFIT programs	destroy after 10 years, or when purpose has been served, whichever is sooner.
5	master control (locator) cards	cards	used to maintain control of officers educational file; record data reference education obtained thru AFIT programs	when loss report shows left service, destroy cards if no education received thru AFIT; if education received record data on listing and destroy card. Destroy listing after 50 years.
6	college transcripts and case files of AFIT Resident Degree Granting Programs and AFIT Civil Engineering School (continuing education program)	educational credit transcripts, and other related documents required for retention by college and university accrediting organizations	maintained in Registration Division, Directorate of Admissions, Air Force Institute of Technology	destroy after 50 years.
7	reports and statistical data of AFIT Resident Degree Granting Programs	registration, enrollment, statistical reports, course data, research studies, graduation policies, faculty board proceedings		destroy when superseded, revised, or obsolete.

*Essential*  
*Background! Current Table 50-3*  
10-104.3