

REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

AFU

2 items
TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

LEAVE BLANK	
DATE RECEIVED DEC 10 1974	JOB NO NC - AFU - 75 - 26
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	
<i>12-19-74</i> (Date) <i>acting</i> <i>Mark R. [Signature]</i> Archivist of the United States	

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

11-29209

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

HERBERT G. HEIGER, Chief
Documentation Systems Division
Directorate of Administration

3 DEC 1974

Herbert G. Heiger

Date

(Signature of Agency Representative)

(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 4.1 which has been added to provide disposition instructions for career development course material in support of the Extension Course Institute program. Rule 5 will be revised to reflect only job proficiency guides (JPGs) disposition. These guides are not necessarily directly related to the ECI course, and caused there separation from the rule governing CDCs. The recommended retention period will adequately serve all administrative and legal requirements of the Air Force.</p>	DLT 50-4 Rule 4.1	

Copied to Agency 12/24/74

TABLE 50-4 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
4.1 *		record sets of extension course materials produced in support of the extension course program for the Extension Course Institute (ECI), including career development courses (CDCs) and other nonresident courses, and supporting correspondence and background material	created and accumulated by Air Training Command and MAJCOMs	destroy 18 months after ECI course deactivation date.
5	*job proficiency guides (JPGs)	*record sets of JPGs	*created and accumulated by MAJCOMs	*destroy when revised, obsolete, or on discontinuance of the related course.