

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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

AFU

LEAVE BLANK	
DATE RECEIVED JAN 24 1975	JOB NO NC - AFU-75-42
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with drawn" in column 10	
1-30-75 <i>James E. O'Keefe</i> (Date) acting 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

21 JAN 1975

Herbert G. Geiger
(Signature of Agency Representative)

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

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	FLYING TRAINING RECORDS (51-1) (Applicable to Air Training Command Only) See attached table 51-1, rule 1.1 which specifically identifies that documentation from rule 1 as requiring a separate disposition instruction for students in varying degrees of training (UPT and UNT). The retention period will adequately serve all legal and administrative requirements of the Air Force.	DLT 51-1 Rule 1.1	

Copy to Agency 2/3/75

51. Flying Training. This table covers records relating to general policies and procedures governing techniques, procedures, and personal qualifications involved in flying training, including navigation and crew training

TABLE 51-1

FLYING TRAINING RECORDS

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	tactics, techniques, and doctrines instruction	individual student and aircrew records, including various type aircraft on which a student is checked; statements of flying experience, recognition testing forms, cockpit (blindfold) check lists; sequence records, transition training proficiency reports, flight reports, flight record work sheets and card files on flying time, check outs, records of air sickness, progress check sheets, phase and accomplishment charts, rating scales, grade sheets for standardization flight checks, instruction check sheets, assignment sheets, requests for training flights and assignment of aircraft, examinations, and questionnaires	not regular flying records required by AFM 60-1	destroy 3 months after completion of training phase, provided flying time data are posted on individual training and flight records. <i>(Exception. AFROTC forms and related papers are destroyed after 2 years.)</i>
1.1 ★			Air Training Command (ATC) undergraduate pilot training (UPT) and undergraduate navigator training (UNT) records	destroy 6 months after completion of all UPT and UNT, provided data are posted on individual training & flight records.
2	training aids usage	records reflecting individual progress and time completed in a Link trainer; Link trainer-schedules; transition checkouts, request for assignment to training, instrument progress records, extended flight records for instrument training; instrument questionnaires, operational certificates for blind flying, schedules, activity reports mission sheets, transition flying certificates, instrument instruction sheets, and instrument trainer charts (track flown by student)	not records of individual altitude chamber flights	destroy 3 months after completion of training phase, provided required flying time is posted on individual flight records

10-108.1