

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

25 items

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

LEAVE BLANK	
DATE RECEIVED JAN 10 1977	JOB NO. NC 1-AFU-77-69
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.	
3-14-77 (Date)	<i>James B. Rhoads</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

MRS. M.B. FOURAKER

5. TEL. EXT.

767-4050

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 5 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

14 DEC 1976

Date

Herbert G. Geiger
(Signature of Agency Representative)

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

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p align="center">MILITARY PERSONNEL TESTING RECORDS (TABLE 35-6) (Applicable Air Force-wide)</p> <p>The attached revised Table 35-6, AFM 12-50, is submitted for disposal authority. The new table realigns documentation into an improved format which will facilitate records disposition.</p> <p>Rule 8 is a consolidation of previous items 8, 11, 14, 15, 17, 18, 19, 20 and 21. Previous rules 12, 13, 16, 26, 27 and 28 have been deleted due to procedural changes. Rules 12, 14, 17, 18, 19, 20, 21, 22, 23, 24 and 25 have been added to establish disposition criteria for documentation not previously covered.</p> <p>The revised table will adequately satisfy Air Force requirements.</p> <p>(Submission of this proposal to GAO is not contemplated nor considered necessary.)</p>	<p>NN-170-33 AND 173-194</p>	

Sent to agency, NCW, NARC, Ft. Worth - 3/15/77

TABLE 35-6

MILITARY PERSONNEL TESTING RECORDS (Note 1)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
1	test development materials	specimen sets of tests; background material on test items, tests, and test batteries; forms, statistical data, and related materials	at test development activities	destroy when no longer needed for research.
2	request for waiver of promotion testing (current cycle)		filed in unit personnel record group per AFR 35-44	see Table 35-1, Rule 1.
3	test verification or statement or refusal to test			
4	test results			
5	airman promotion test rosters			see Table 35-8.1.
6	controlled item (test material) destruction certificates of disposition records	accountability listings or forms	at test control offices	destroy after 2 years (Note 2).
7	quarterly inventories of test materials (Note 3)			

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
8	record of test admin- istration	Electronic Data Processing Test(EDPT), Language Proficiency Test(LPT), Specialty Knowledge Test(SKT), USAF Supervisory Examination (USAFSE), Promotion Fitness Examination(PFE), Airman Classification Test(ACT), USAF Motor Vehicle Operator Test(USAFMVOT), AF Language Aptitude Test(AFLAT), and Apprentice Knowledge Test (AKT)	at test control offices	destroy after 1 year.
9		Armed Forces Qualification Test(AFQT)	at Armed Forces entrance and examining stations	
10		Enlistment Screening Test (EST)	at AF recruiting stations	
11		AF Officer Qualifying Test (AFOQT)	at test control offices	destroy after 2 years.
12		consolidated annual AFOQT (raw and percentile scores)	at AFROTC	retain in current files area, destroy after 6 years.
13		Armed Services Vocational Aptitude Battery(ASVAB)	at AF recruiting stations	destroy after 2 years.
14		applicant testing record	at Armed Forces entrance and examining stations and/or AF recruiting stations	destroy after 6 months.

TABLE 35-6 (Continued)

R U L E	A If documents are or pertain to	B consisting of	C which are	D then
15	scored answer sheets	answer sheets for ACT, AFLAT, EDPT, EST, AFOQT, AKT, LPT, USAFMVOT; and information and scoring record	scored locally	forward to Personnel Research Division, AFHRL(PE), Brooks AFB TX 78235, where they will be destroyed when no longer needed for research.
16	completed answer cards	answer cards/sheets for ASVAB	at US Military Enlistment Processing Command (MEPCOM), Test Scoring Branch	destroy 4 months after scoring.
17		AFPT 851s	record copies	destroy after 18 months.
18	high score file	listings used in test compromise research	record copies at AFMPC/DPMWA	destroy after 6 months.
19	current Master Test File(MTF)	microfiche containing current test record		destroy after 2 years.
20	USAFSE results (roster)	listings of USAFSE results by name and month of administration		destroy after 20 years.
21	test answer card reject analysis listing	listing of error rates by Test Control Office(TCO)		destroy after 1 year.
22	AFPRT 237/machine run rosters	listing of individuals testing by TCO	record copies at AFMPC/DPMWA	
23	no-show waivers	request for no-show waivers		destroy after 2 years.
24	historical Master Test File(MTF)	test records purged from the current MTF		destroy after 10 years.

TABLE 35-6 (Continued)

REF ID: A1	A If documents are pertinent to	B consisting of	C which are	D then
25	test compromise cases	files of investigation	records copies at AFMPC/DPMAW/DPMQO	destroy after 2 years.
<p>NOTE: 1. This table covers documentation pertaining to military personnel testing as prescribed in AFM 35-6, and includes tests for aptitude, proficiency, procurement, and promotion programs (also see AFR 205-13). (See tables elsewhere in this manual for tests not covered by AFM 35-8, such as civilian personnel tests in tables 10-2 and 40-3; academic and flying proficiency tests in 50 and 60 series tables; OSI tests in table 124-1; prisoners tests in table 125-2; USAFI tests in table 213-1, etc.).</p>		<p>2. When a test control officer's account is disestablished, furnish a copy of disposition of test materials to the Major Command test control officer for review and retention for 1 year.</p> <p>3. AFROTC and USAF recruiting service detachments are exempt from the 1 August inventory.</p>		