

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(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

3. MINOR SUBDIVISION  
Documentation Systems Division

4. NAME OF PERSON WITH WHOM TO CONFER  
Mr. K. J. Bilek

5. TEL. EXT.  
767-4496

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <b>3 APR 1978</b>	JOB NO. <b>NC 1 AFU 78 29</b>
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.	
<b>4-19-78</b> (Date)	<i>James B. Rhoads</i> Archivist of the United States

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.

24 MAR 1978

*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	INDIVIDUAL ACADEMIC RECORDS (50-2) (Applicable Air Force-Wide)  See attached table 50-2, rule 49 which provides disposition instructions for Extension Course Institute (ECI) testing and USAF job inventory program. The recommended retention period will adequately serve all Air Force requirements.	NC1- AFU- 77-6	

115-106

*Sent to agency - 4/20/78*

*1 item*

TABLE 50-2 (Continued)

R U L E	A	B	C	D
	If documents are or pertain to	consisting of	which are	then
44	[RESERVED]	on-the-job training record continuation sheet	used to document interruptions to training and miscellaneous comments pertaining to ATC training, not recorded elsewhere, for officers assigned to ATC duties, and are maintained in officer's training folder	give to individual upon termination of ATC duties.
45		air traffic controller evaluation record	maintained in the officer's training folder or as a transitory part of the consolidated training record for enlisted personnel, as applicable	give to individual when: the facility rating is no longer valid; the next semi-annual evaluation is performed; a position certification is no longer valid or a facility rating is issued; or individual is no longer in training for a facility rating. (Exception: A special evaluation resulting in revocation of a facility rating will be retained until individual is recertified or reclassification is completed. Special evaluation of progress for individuals in upgrade training will be retained until the individual is upgraded or reclassification is completed.)
46				
47		special task certification and recurring training record		retain in training folder for 1 year following the year in which created, then give to individual.
48		ATC/weather certification and rating record		give to individual upon permanent termination of ATC duties.
49 ★	end of course (ECI) testing, USAF job inventory program	documents recording the completion and disposition of ECI tests and job inventories	used for accountability of ECI tests and USAF job inventories	destroy after 6 months.
50	[RESERVED]			

Note. This documentation may be retained in the office of record for 3 years after cut off.

10-104.2